DAULAT RAM COLLEGE

UNIVERSITY OF DELHI

Accredited Grade 'A' by NAAC

IN-HOUSE SKILL DEVELOPMENT PROGRAM

UNDER IQAC

on

"Enhancing Learning Through ICT Tools-II"

A Report

17 -19 December, 2020

DR POOJA V. ANAND
CONVENOR

DR. SAVITA ROY
PRINCIPAL

MESSAGE FROM PRINCIPAL

DR. SAVITA ROY
PRINCIPAL

The Academic Session 2020-21 started in the midst of the worst pandemic seen in human history. Despite all limitations and barriers, it is a matter of great pride that the In-House Skill Development Programs (SDP) were organised in our College to skill students with necessary digital platforms and tools for seamless online classes in the upcoming semester.

I congratulate the entire teaching fraternity of Daulat Ram College who under the able guidance of Dr. Pooja V. Anand, Convenor, SDPs conducted a three-day In-House Skill Development Program, **'Enhancing Learning through ICT Tools II',** from 17th - 19th December 2020. To integrate supernumerary students who joined College later, an SDP on the same theme was organized again on 6th and 9th January 2021. The aim of the SDP was to train the newly joined First Year students on different ICTs and digital platforms to empower students to attend the online classes with ease and confidence. It will bridge the apprehensions that students might have felt on handling new platforms in the absence of physical classes in the College Premises. At the end of this Program all the newly joined First Year students are well equipped to handle their online classes including assignments and queries on various Technology Platforms.

MESSAGE FROM CONVENOR

Dr. Pooja V. Anand
Convenor, In-House Skill Development Programs

Daulat Ram College has become a pioneering institution in terms of providing skill training to its students which will provide them crucial skills required for coping with the challenges of the contemporary world and to create a niche for themselves. The COVID-19 pandemic and the ensuing lockdown created unprecedented challenges for educational institutions as face-to-face classes became a far-off reality at least for the near future. Teaching and learning are the backbone of any civilized society therefore, even though the educational institutions were closed teaching and learning could not be brought to a halt.

Transitioning to the digital platform was a challenge for all institutions and required that the staff and students have the necessary technical skills to navigate through this challenge. To meet this challenge, Daulat Ram College has successfully organized a three-day E-In House Skill Development Program in August, 2020 for all second and third year students. However, when our first year students joined us recently they too required to be trained in ICT tools to attend their classes and make meaningful utilization of online platforms and resources. Hence, a three-day E-In House Skill Development Program titled **'Enhancing Learning through ICT Tools II'** under IQAC was organized from **17th – 19th December, 2020.** Additionally a SDP on the same theme was organized again on 6th and 9th January, 2021 for supernumerary students. These programs aimed to train our first year students in using various digital platforms like Google Meet, Google Classroom, and Microsoft Teams and other ICT tools. With all departments of the college organizing the program for the first year students of the College and with enthusiastic participation from the students the programs became a huge success. The success of these programs reflects the resilience, grit and motivation of Daulat Ram College community and shows that with unfailing determination and hope even the greatest of challenges can be overcome. I extend my heartiest congratulations to our respected Principal ma'am, Dr. Savita Roy, all faculty members, students and non-teaching staff for the success of the program.

CONTENTS

1. Botany Department
2. Biochemistry Department
3. Chemistry Department
4. Commerce Department
5. Economics Department
6. English Department
7. Hindi Department
8. History Department
9. Life Science Department
10. Mathematics Department
11. Philosophy Department
12. Physics Department
13. Political Science Department
14. Psychology Department
15. Sanskrit Department
16. Zoology Department
17. SDP for Supernumerary Students

BOTANY DEPARTMENT

Name of The Event: SDP on "BASICS OF ONLINE CLASS TOOLS"

Objectives: An E in- house SDP on **Basics of Online Class Tools** was successfully organized by the Department of Botany from 17th to 19th December 2020 for the students of Hons I year who joined the college recently. The main objective was to make freshers comfortable with online ICT tools that are required every day for better learning and for the effective communication between teachers and students. Microsoft Team meet App, Google meet, Google Classroom, Google Drive, Google Docs, Google Form, Google Cloud and other Google apps would be discussed in detail.

Course Coordinators: Dr Nidhi Gautam, Teacher In-Charge and Dr Meenakshi Sharma.

Duration and Dates: 17th to 19th December 2020 from 11am to 1 pm.

Number of participants: 41

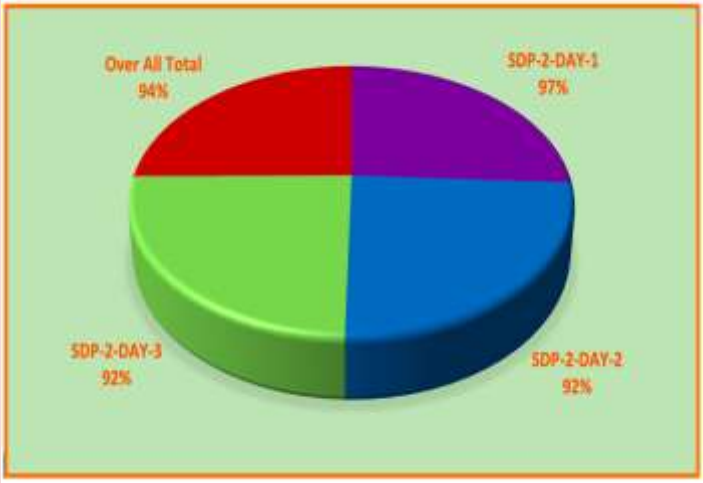
Program Schedule:

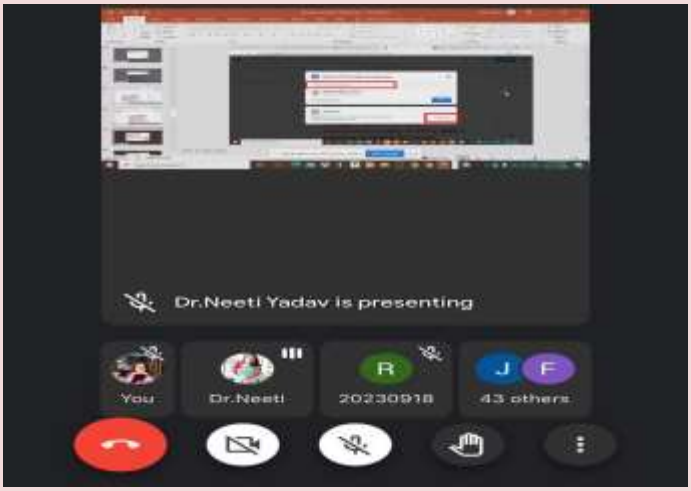
SCHEDULE
IN-HOUSE SKILL DEVELOPMENT PROGRAMME
"BASICS OF ONLINE CLASS TOOLS"
17th-19th December, 2020
11:00 am – 1:00 pm
Venue: Google meet/ Department of Botany, Daulat Ram College, University of Delhi, Delhi-110007

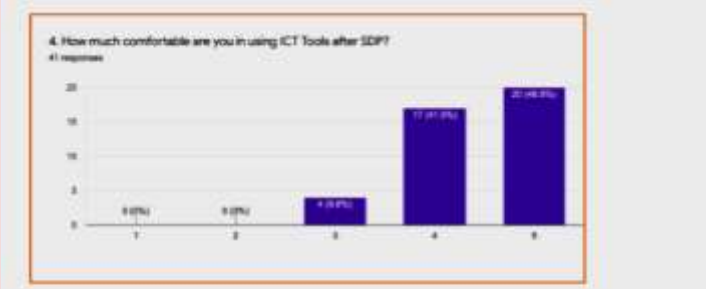
December 17th 2020, Thursday	Brief introduction about SDP Online Class Tools: Google Meet, Google Class Room *Resource Persons:* Dr. Meenakshi Sharma, Mrs. Neeti Yadav, Dr. Asmita Gupta
December 18th 2020, Friday	Online Class Tools: Hands-on practice for Google apps, Google Docs, Excel, Google Cloud, Google form, Assignments, Quiz, Test papers, grading etc *Resource Persons:* Dr. Nidhi Gautam, Dr. Meenakshi Sharma, Mrs. Neeti Yadav
December 19th 2020, Saturday	Online Class Tools: Microsoft Team Meeting app and its Hands on practice, Discussion *Resource Persons:* Dr. Shagun Danda, Dr. Nidhi Gautam, Dr. Meenakshi Sharma

Assessment and Feedback: Our students participated with great enthusiasm and showed deep interest as all three days saw an average of 94 % attendance. The SDP was highly appreciated by students as is reflected in their feedback. Participants were judged through online tests and assignments where all of them did well giving a deep sense of satisfaction to us teachers.

A Few Photographs:







It was really fascinating and adorable experience. Before SDP i aren't that much aware about all these apps and also didn't know how to use them but now i'm able to use them nicely and the credit goes to the respected teachers who makes us to learn about all such things. The teachers have made amazing presentation to make us aware of different ICT tools. I am really happy with my decision to select Daulat Ram College for my course. Whole staff is very cooperative. The way they represented each and everything was really awesome. Hoping for such programmes to be organised again. They all tried their best to make us comfortable.
I want to thank every te[redacted]e. Thankyou

We are thankful to the Convenor Dr Pooja V. Anand and our Principal Dr Savita Roy for their valuable guidance and support.

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BIOCHEMISTRY DEPARTMENT

Name of the Event:

Report on SDP held by Department of Biochemistry from 17th December 2020 to 19th December 2020 titled E-skill development program on enhanced learning through ICT tools.

Objectives: The objective of the SDP was to introduce the latest ICT tools to students as this year due to COVID-19 all the classes are held on the online platform.

Course Coordinator: Dr Sarita Nanda (TIC, Biochemistry Department)

Duration with dates: The SDP was held from 11:00 am to 1:00 pm from 17th to 19th December 2020

Number and Profile of Participants: 28 students from Semester I BSc (Hons) Biochemistry, Daulat Ram College

Program schedule:

17th December 2020: Dr Anita Garg Mangla (Google Suits), Dr. Neeru Dhamija (Google Docs)
18th December 2020: Dr Anita Goel (Google forms, Dr Leena Vig (google sheets)
19th December 2020: Dr. Neeraj Dohare (Google Scholar), Dr. Radhika Gupta (plagiarism)

Feedback of Participants: All the students from semester I attended the SDP. 61% students found the SDP very relevant and 70% were very satisfied by the course content. 100% students agreed that all their queries were satisfied by the resource persons. In the individual sessions, plagiarism was found most relevant by all the students google docs and google sheets was found to be most relevant by 72% students followed by google forms, google suite and google scholar.83.5% students would like to have such SDPs again. Most of the students did not provide any suggestion.

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CHEMISTRY DEPARTMENT

Name of The Event: Department of Chemistry Daulat Ram College organized three days in house skill development program for first year students of BSc. (Hons) chemistry students and teachers on "ICT Tools for online classes" from 17th to 19th December 2020.Due to COVID-19, a pandemic, college are closed so classes are held online.

Objective: The objective of the program was to enable students to attend online classes comfortably. So that online teaching will go smoothly.

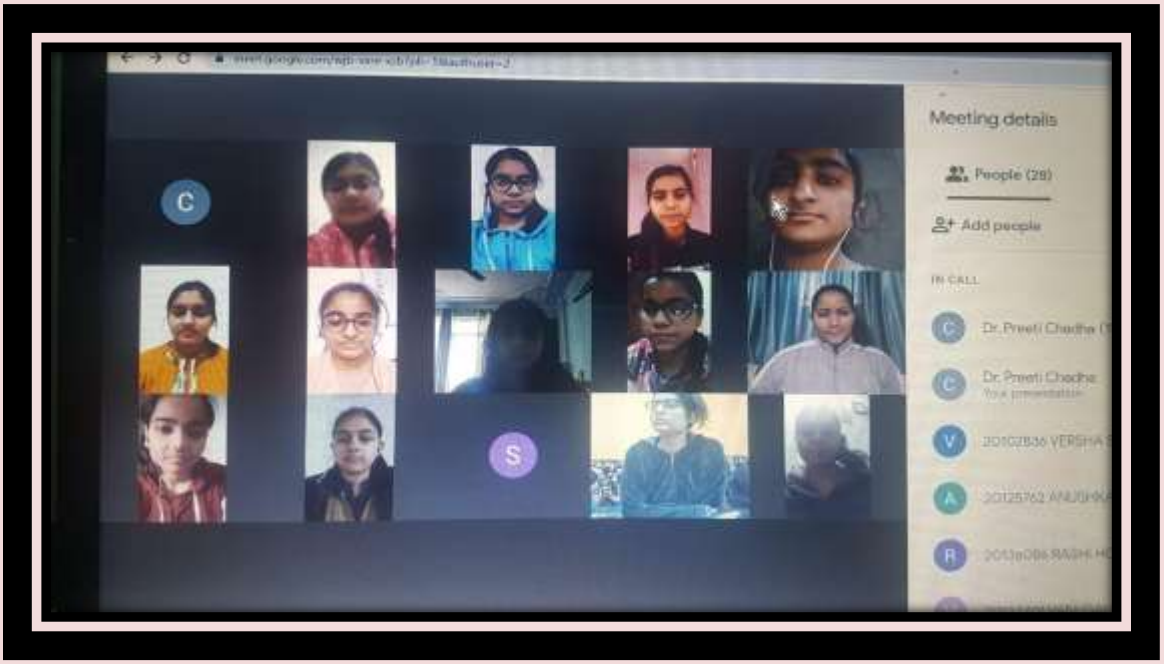
Course Coordinator: Dr. Ritu Gupta was the course coordinator for the program. All the teachers of the chemistry department, BSc.(Hons) chemistry first year students have attended the program with great enthusiasm.

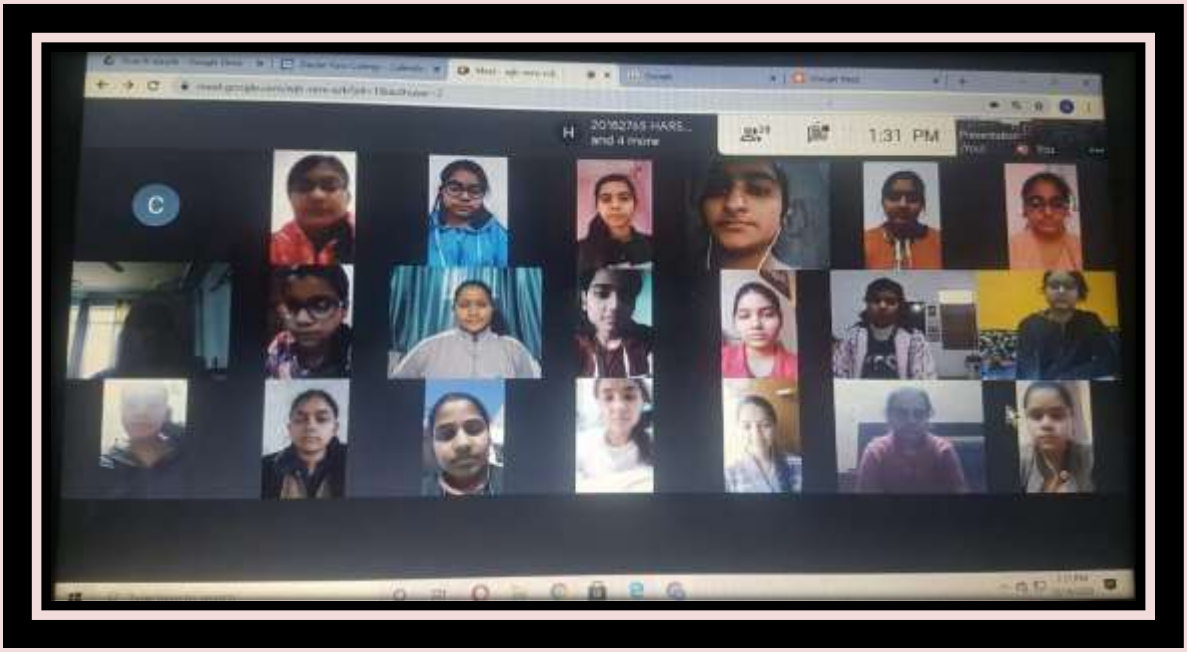
Programme Schedule: The program was held according to schedule given as

Date	Time	Title of session	Name of Resource Person
17th December	11:00am-1:00pm	Google classroom	Dr. Divya Mathur Dr.Arti Jain
18th December	11:00am-1:00pm	Google meet, google docs, Jam Board, online attendance app	Dr. Anuradha, Dr. Gauri Ahuja
19th December	11:00am-1:00pm	Chem Sketch, GoogleSheets, Google Drive, Keep, Microsoft lence, Adobe scanner	Dr.Avneet Kaur Dr. Priti Chadha

Feedback from The Participants: Feedback form was circulated among students at the end of the program. All the students (31) were present on all three days. All of them have submitted the feedback form. All of them found the session very interesting, informative and useful. All the teachers found the sessions very informative and will help them while taking online classes. Students were also feeling enriched in knowledge to attend classes. Looking forward to have more such programs.

A Few Photographs:





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COMMERCE DEPARTMENT

Name Of The Event: 3 Day In-house Skill Development Program (E-SDP)

Topic: Simplifying Online Learning Through ICT Tools: Bridging the Virtual & the Physical Gap

Organizing Department: Department of Commerce

Key Objectives of 3Day E-SDP:

- To assist the students in the transition of physical classroom learning to online classroom learning.
- To familiarize students primarily with the online teaching-learning platforms such as Google Classroom and Google Meet.
- To impart working knowledge of downloading & installation of system-appropriate version of Tally Accounting Software to achieve student-readiness for Tally practical classes.
- To provide hands-on exposure to the students regarding creation & submission of assignments and also for creation of PowerPoint Presentation & Google form

Course Coordinator: Dr. Sushma Arora

Duration with dates:

Day	Date	Session timings
1	17th Dec 2020	11 AM to 1 PM
2	18th Dec 2020	11 AM to 1 PM
3	19th Dec 2020	11 AM to 1 PM

No. & Profiles of Participants:

B.Com(H)		
Section A	60	
Section B	57	
Section C	54	**171**
B.Com		
Section A	48	
Section B	49	**97**
B.A (Prog)	22	**22**
Total		**290**

Program Schedule:

Date	Title of Session	Resource Persons
17-12-2020	Google classroom, Google meet, Google docs, Forms, Sheets, MS Word, MS excel	Dr. Sunita , Dr. Megha Jain
18-12-2020	Scanning Documents, Sharing in PDF form, tools for numerical papers, Tally downloading setup file, installation of software	Ms. Roopshikha , Ms. Soumya Sharma
19-12-2020	MS PowerPoint, Google forms	Dr. Isha Goel, Ms. Preeti Singh

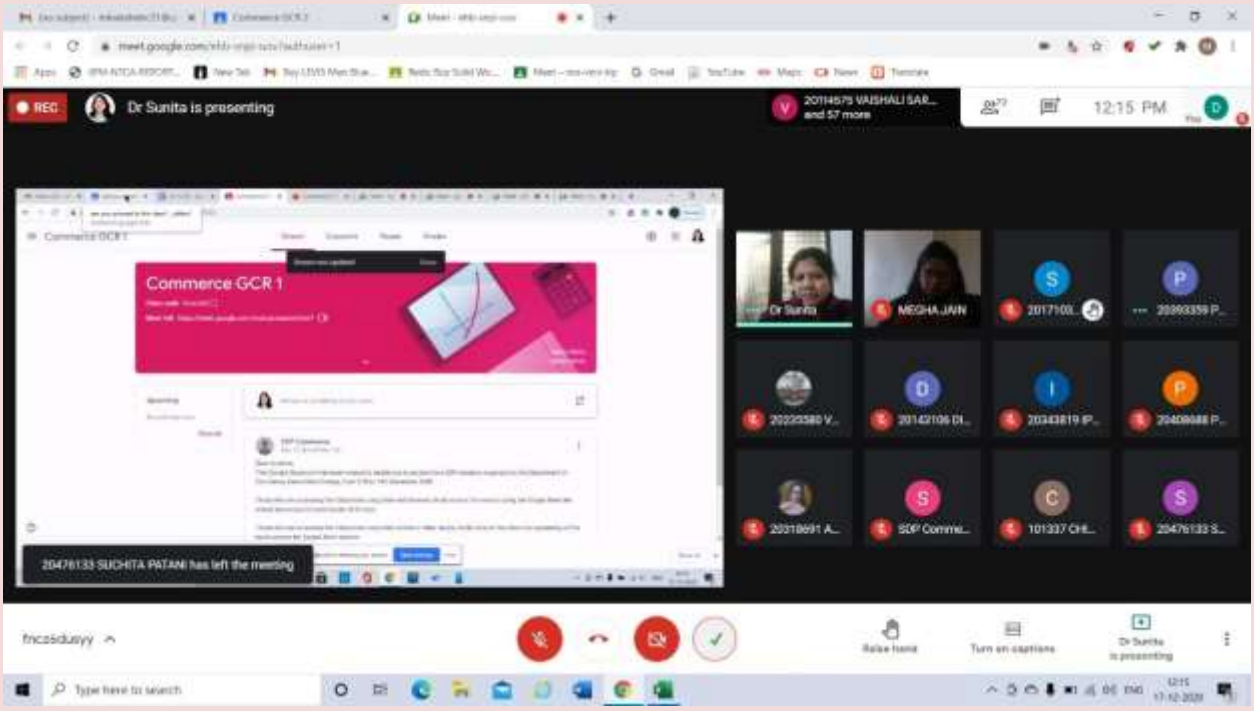
Method of Assessment:

Particulars	Assessment 1	Assessment 2	Assessment 3
Nature of Assessment	Google Form Quiz	Google Form Quiz	Google Form Quiz
No. of respondents	271	266	274
Max. Marks	10.00	10.00	7
Average Score	8.62	9.16	6.12
Median Score	9.00	10.00	6
% of students who scored 80%	21%	14%	8%
% of students who scored 90%	27%	28%	69%
% of students who scored 100% (full marks)	32%	50%	22%

Feedback Compilation & Analysis:

All participants were very much satisfied with the 3Day E-SDP and all the resource persons also. This SDP has boosted student's confidence to attend online classes smoothly. They all found the sessions very enlightening & informative and it has enhanced their knowledge on modern learning tools. Feedback analysis reveals that the majority of the participants were fully satisfied with every aspect of the event like Usefulness of session, Quality of speaker/resource person, Content of SDP, knowledge gained after attending the webinar, Registration process etc. Participants are looking forward to attending more of such programs.

A Few Photographs:


REC
Dr Sunita is presenting
12:15 PM
Commerce GCR 1
20476133 SUCHITA PATANI has left the meeting

REC
Dr. Isha Goel is presenting
11:13 AM
ONLINE CLASSROOM ETIQUETTES
Find a quiet location
Be on Time
Keep your device on mute unless asked by teacher to speak
Use Headset for good sound
Participate & stay engaged: Give feedback to teacher through chat box
Turn on your video only when asked by the teacher
Chat Responsibly : Ask/Post only class related Questions & Comments
Come Prepared!
Raise hand
Turn on captions

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ECONOMICS DEPARTMENT

Name of The Event: In-House Skill Development Program, ICT Tools for Online Learning-II under IQAC. Conducted by Department of Economics, Daulat Ram College University of Delhi on 17-19 December, 2020.

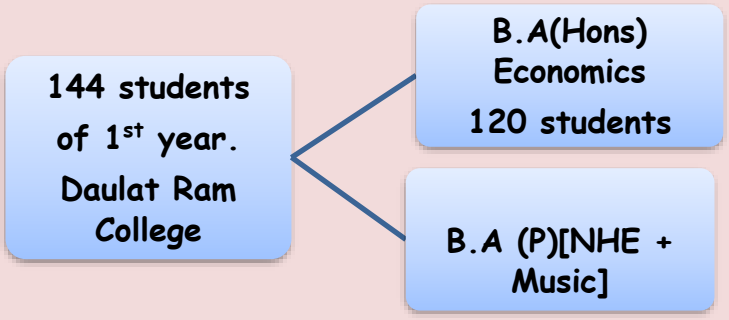
Objectives: Information and Communications Technology (ICT) use in the classroom is important for giving students opportunities to learn and apply the required 21st century skills. More so, in these times of pandemic, with online classes as the new norm, it becomes imperative to equip the teachers and students with these tools. In order to do so, we need to recognize the issues and challenges related to ICT usage in teaching and learning.

Understanding this, the main purpose of the present program is to perceive and analyse the challenges faced in using ICT tools in classrooms by students and teachers and train them with these tools while overcoming these challenges.

Course Coordinator: Dr. Malini Sharma

Duration with Dates:
3 Days: 17th to 19th December 2020 from 11:00AM to 1:00PM daily.

Number and profile of participants:

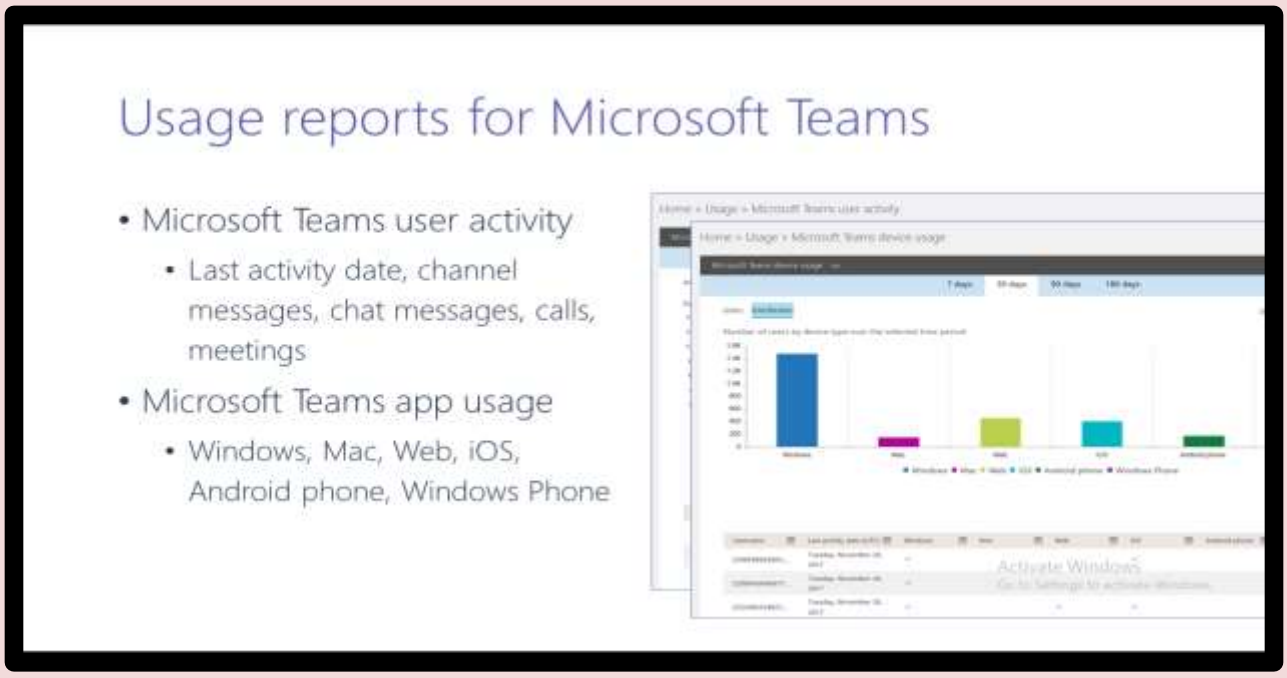


Program Schedule:

Day	Date & Time	Topics	Resource Person
Day 1, Thursday	17th Decemeber,2020 11 AM to 1PM	Ms Excel, Ms Powerpoint & R Studio	Ashok Kumar
Day 2, Friday	18th Decemeber,2020 11 AM to 1PM	Google Classroom & Meet	Priyanka Yadav
Day 3, Saturday	19th Decemeber,2020 11 AM to 1PM	Google Drive, Docs, Forms & Sheets	Aisha Ahmed

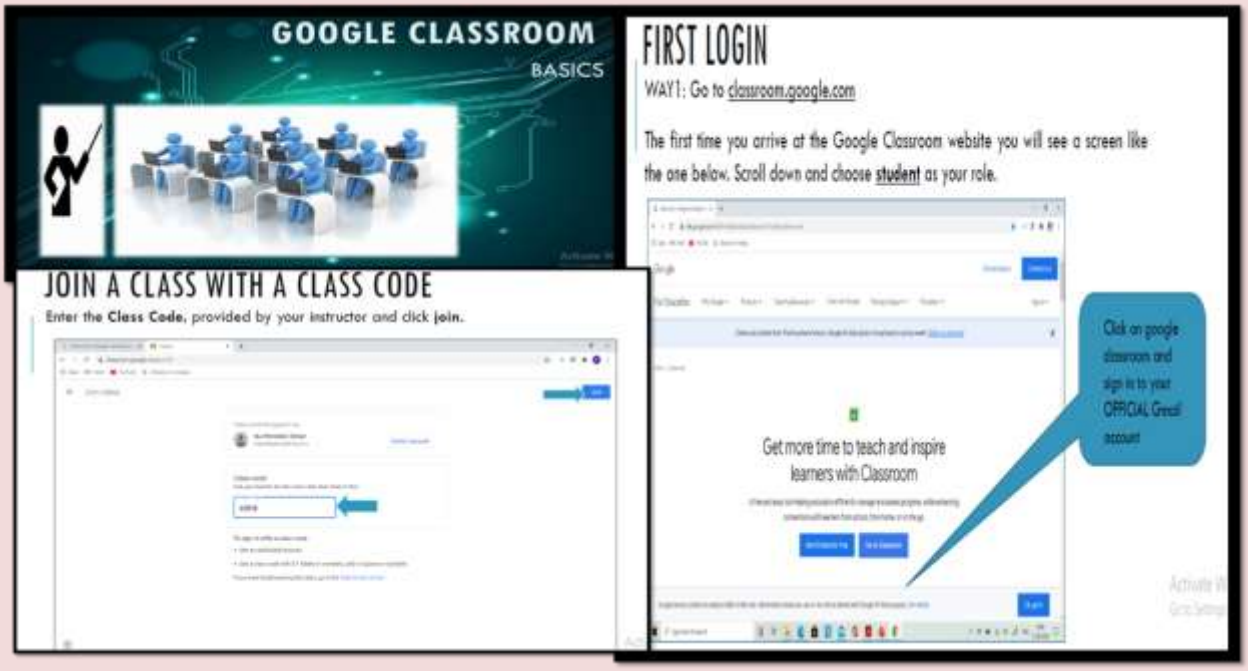
Method of Assessment of the participant:

Day 1 of the SDP began with the presentation on ***Ms Word, R studio and Excel and Microsoft Teams.*** Students were taught the above topics to abreast them with different ICT tools required in the online teaching learning process.

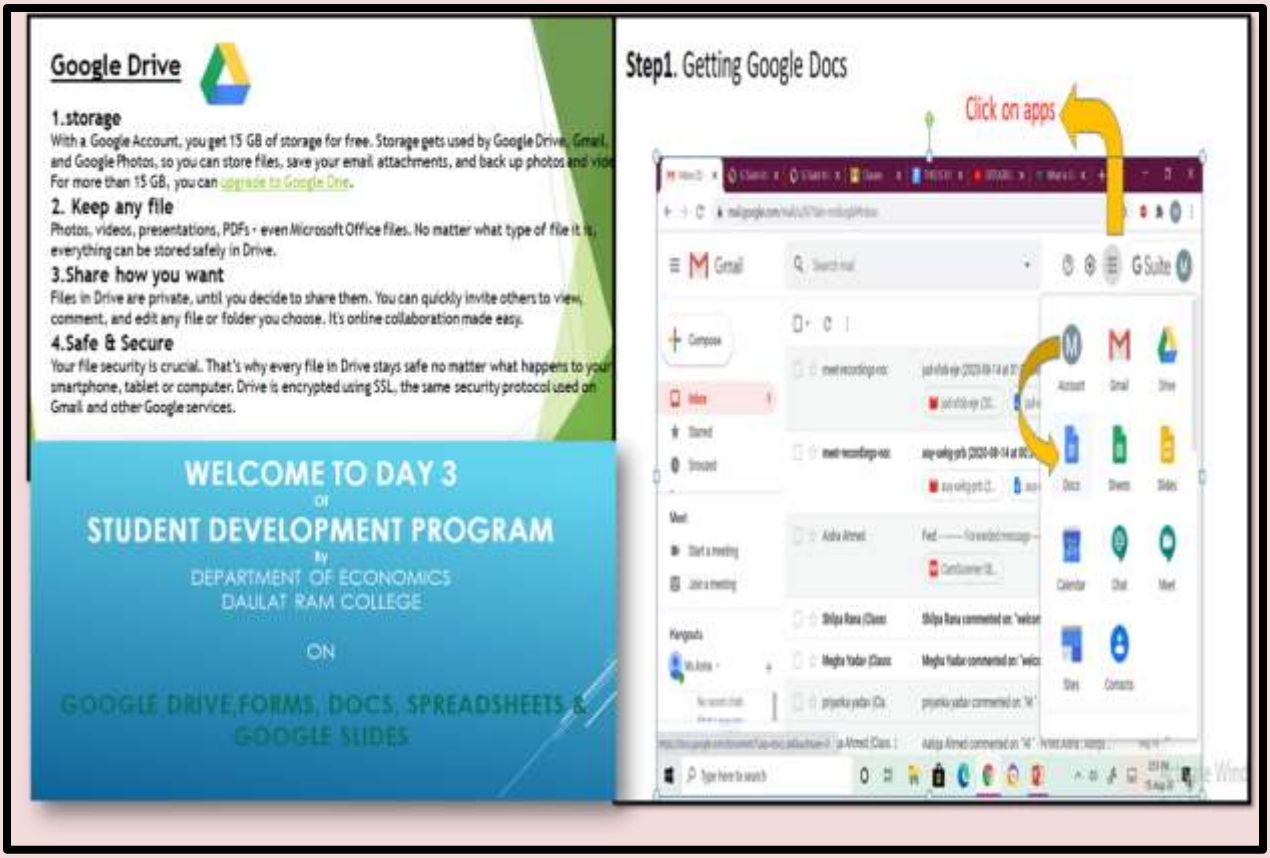


Day 2 of SDP began with discussion on ***Google Meet and Classroom***. After discussion on google meet and classroom, the students were asked to join SDP Google Classroom. In the classroom

they were asked to submit answers to questions, pop quiz and assignment by filling google form shared by the resource person; attaching files- word, excel or powerpoint and by sharing google files created by them. The aim was to encourage them to utilize their new understanding of google files and MS office, to attempt fulfilment of assessment assigned on google classroom platform.



Final day of SDP began with the discussion on ***Google Drive, Google Slides, Google Docs, Google Forms and Google Sheets***. Post day 3 of SDP, similar exercises on google docs and spreadsheets were shared with students through google classroom.



Feedback from participants regarding the event:

Obtained through Google form with following link:
https://forms.gle/UeHqo6XYZHksHMb98

To assess the feedback, following questions were asked:

Q1. How useful were the practice exercises being conducted during the SDP?

***Options:* Useful, Very useful and not useful**

Of the feedback received, **67.7 %** found the exercises conducted as part of assessment in SDP to be **'very useful'** and the remaining **32.3%** found them **'useful'**.

Q2. How your experience was related to the resource persons of the programme?

***Options:* Excellent, Satisfactory, Average and Poor**

Of the feedback received, 67.9% found the experience related to the resource persons of the programme to be **'excellent'**, 32.6% found it **'satisfactory'**, 1.5% found it **'average'** and 0% reported it to be **'poor'**.

Q3. How was the overall experience?

<u>Options:</u> Excellent, Satisfactory, Average and Poor

Of the feedback received, 63.9% found the overall experience related to the programme to be **'excellent'**, 35.3% found it **'satisfactory'**, 0.8% found it **'average'** and 0% reported it to be **'poor'**.

Q4. Are more SDP's such as these welcome?

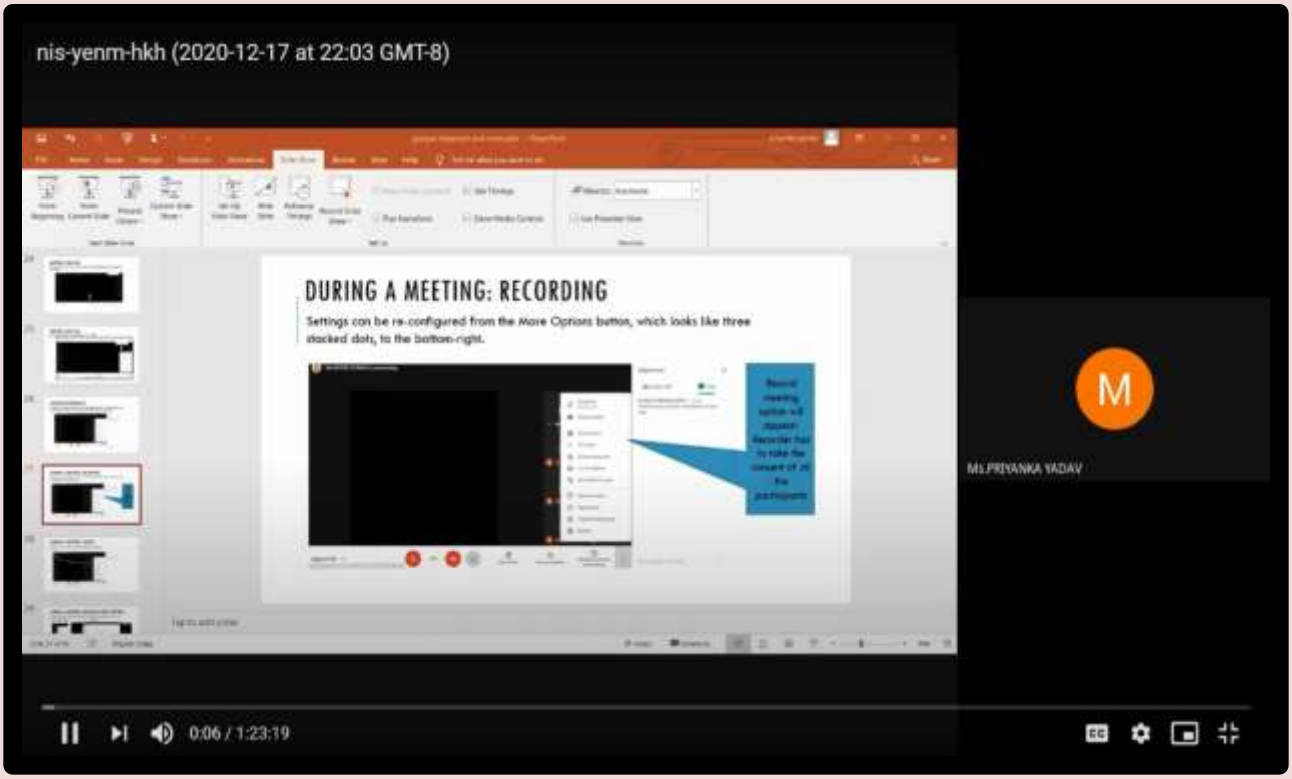
<u>Options:</u> Yes and No

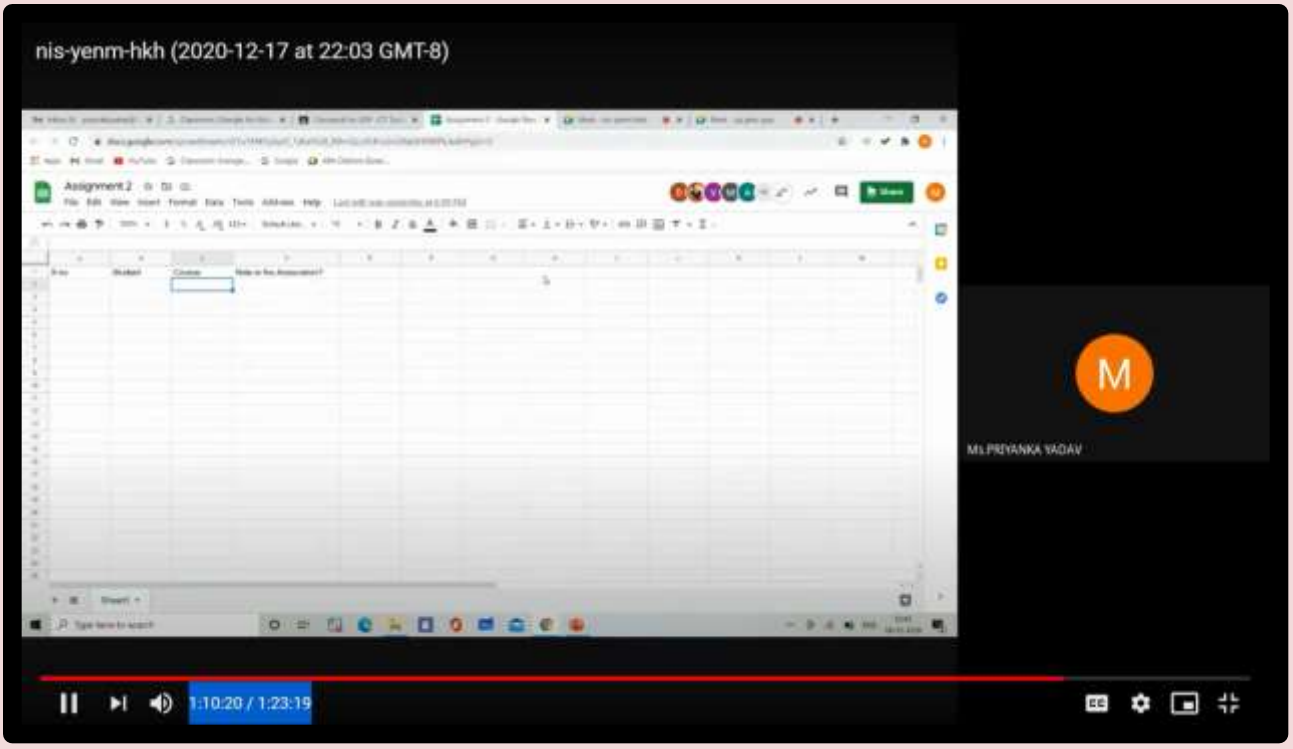
Of the feedback received, 99.2% are open to more SDPs like these.

Q5. Any other suggestion

Of the feedback received, most students suggest making it more interactive by providing assignments in between the SDP.

Some Photographs:

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Assignment 2
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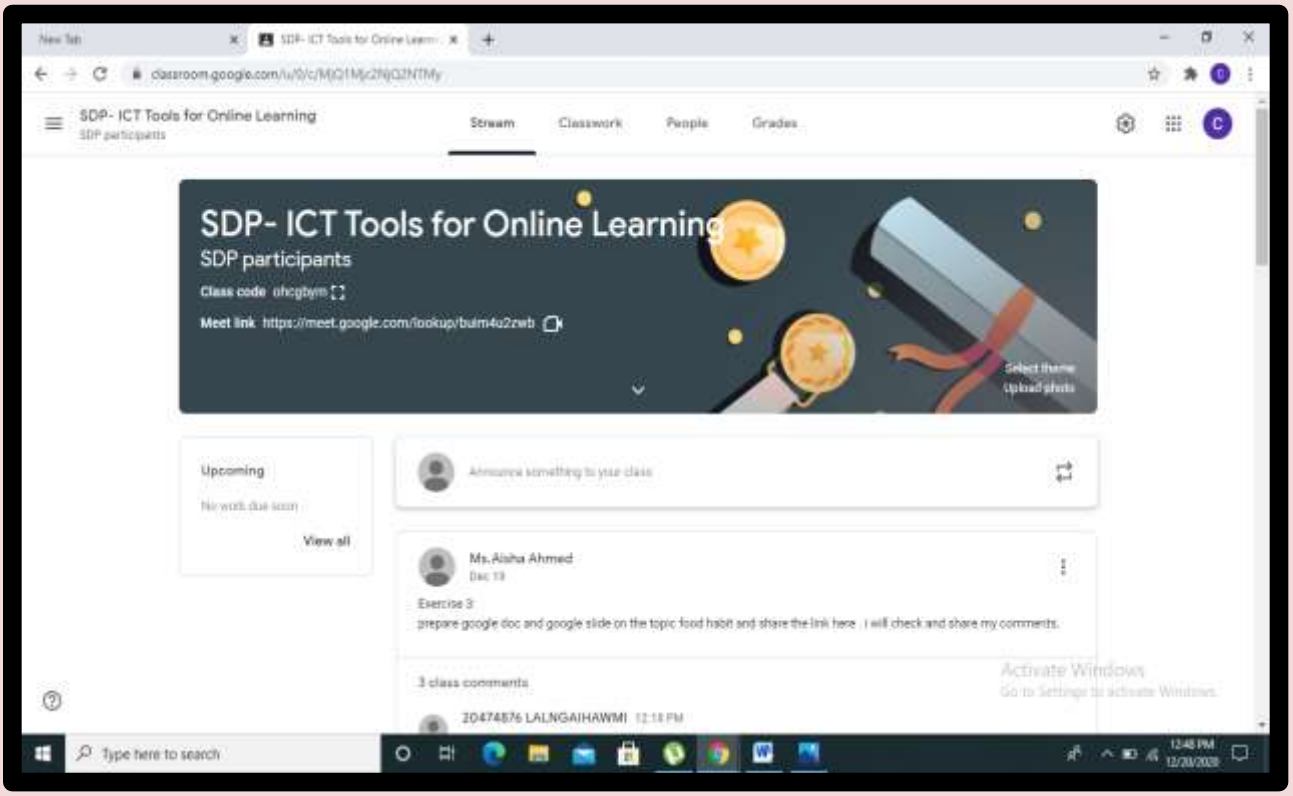
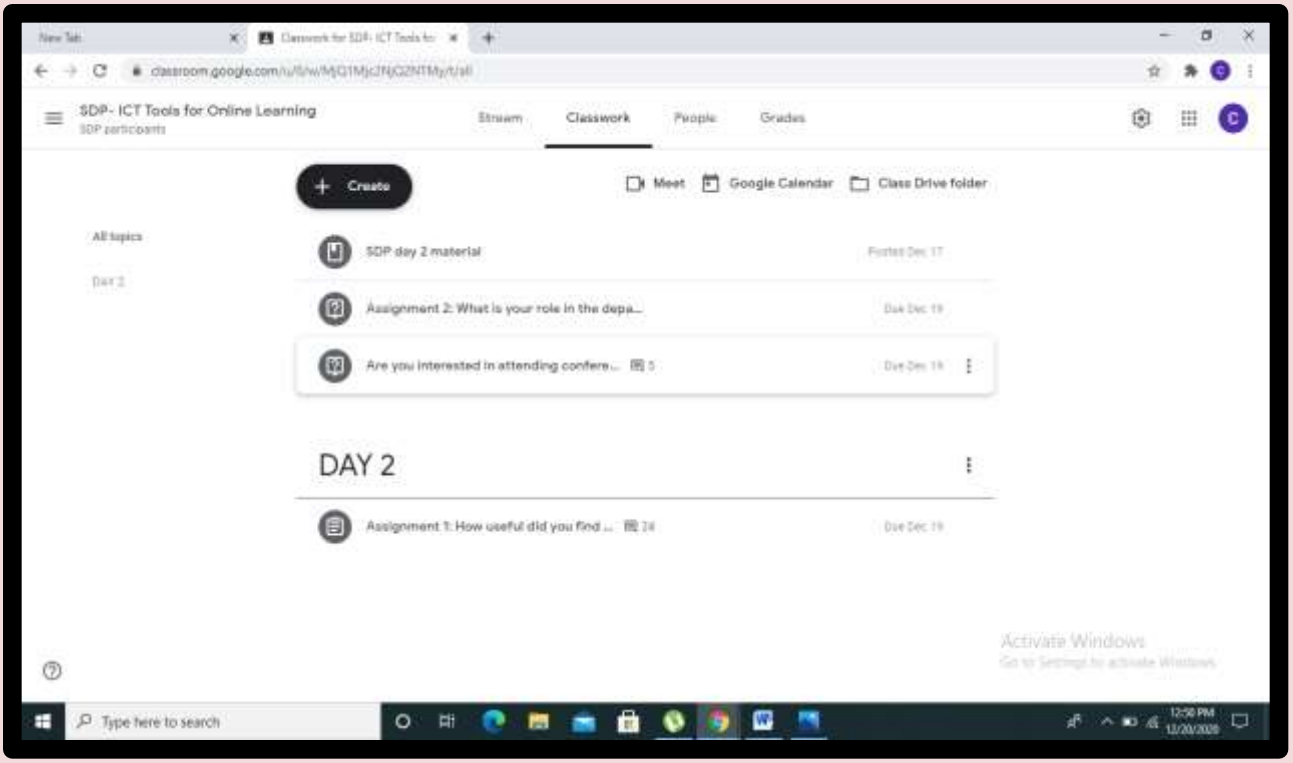
Ms.PRIYANKA YADAV
1:10:20 / 1:23:19


SDP- ICT Tools for Online Learning
SDP participants
Stream
Classwork
People
Grades
SDP- ICT Tools for Online Learning
SDP participants
Class code ofvcgbym
Meet link https://meet.google.com/lookup/buim4u2zwb
Upcoming
View all
Announce something to your class
Ms. Alsha Ahmed
Dec 19
Exercise 3
prepare google doc and google slide on the topic food habit and share the link here . i will check and share my comments.
3 class comments
20474876 LALNGAIHAWMI
Type here to search


SDP- ICT Tools for Online Learning
SDP participants
Stream
Classwork
People
Grades
Create
Meet
Google Calendar
Class Drive folder
All topics
SDP day 2 material
Assignment 2: What is your role in the depa...
Are you interested in attending confere...
DAY 2
Assignment 1: How useful did you find ...
Activate Windows
Type here to search

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ENGLISH DEPARTMENT

Name of Event:

Enhancing Online Learning through ICT Tools / SDP for BA English Honors 1st year and the students of BA P 1st year (English + History). Under IQAC, by the Department of English, Daulat Ram College, University of Delhi.

Objectives:

To familiarize students with digital platform G-Suite on their personal computers/laptops as well as their smartphones

The students were introduced to:

1) G-Suite activation process and accessibility
1) Google Classroom
2) Google Meet
3) Google Doc/Sheets/Forms
4) Google Drive (how to use Google Drive and upload documents from the desktop as well as from folders in their smartphones)

Course Coordinator: Ms. Sangeeta Gupta

Resource Persons: Ms. Trisha Mitra and Ms. Richa Dawar

Student Volunteers:

Pratishtha BA P 1st year (English E+ History)

Sonali (BA Hons English 1st year)

Sonam (BA Hons English 1st year)

(Student volunteers joined the three SDP Classrooms during the live demonstrations and actively navigated the resources shared on Stream and under classwork. This was done in order to help the student participants get a sense of what they should be expecting from their regular online sessions and feel more confident given that their peers were accessing G-Suite quite smoothly.)

Duration with dates

17th- 19th December 2020, 11:00 am - 01:00 pm

Number and profile of participants (from/outside DRC)

This was an in-house Skill Development Programme where we interacted with around 150 participants.

Program schedule (with title of sessions and speakers/ resource persons)

Resource Persons: Ms. Trisha Mitra and Ms. Richa Dawar (on all three days)

Day 1 with (BA Hons English 1st year SEC A and BAP (English + History 1st year))

Day 2 with (BA Hons English 1st year SEC B and BAP (English + History 1st year))

Facilitators: Ms. Sakshi Wason, Ms. Rashmi Yadav, Mr. Owais Farooq

On Days 1 and 2 the following schedule was followed:

1. Introduction
2. Demonstration over Google Meet using shared screens (participant's doubts were clarified after each segment)
    - Google Docs/Sheet
    - Google Drive
    - Navigating G-Suite (including sign-in procedures etc.)
    - Google Classroom
    - Creating tutorial work and uploading assignments from computers and smartphones.
    - Intensive session where more questions were answered and the aforementioned applications were explored again as per the needs of the students.
3. Assignment topic was shared with the participants and they were expected to:
    - Join a Classroom
    - Upload their assignment document within the stipulated deadline
4. Concluding messages from the Course Coordinator and Resources Persons, and Faculty Facilitators

Day 3 with (BA Hons English 1st year and BAP 1st year (English + History))

On Day 3 the following schedule was followed:

1. Doubts and queries were resolved through demonstrations once again.
2. Questions raised over the previous two days were explored.
3. The students' suggestions and concerns submitted through the SDP Feedback form were considered and addressed. (More has been done on this front since Wednesday, the 19th of December.)
4. Their assignments were discussed in case there were issues with their submissions.
5. A quiz was assigned to test the participants' knowledge of what had been discussed thoroughly over the three days.
6. Concluding remarks from teachers and students.

Method of assessments of participants:

The participants were given the following tasks:

1. They were given an assignment which they were supposed to upload on the designated Classroom using their institutional IDs. Faculty Facilitators and Resource Persons responded to each and every assignment individually and graded them.

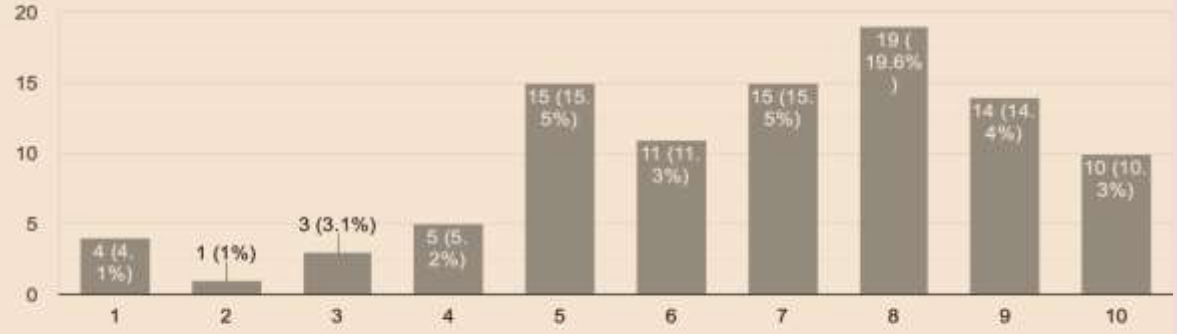
2. The students attempted a quiz after **the conclusion of the SDP and we are glad to report that they did exceedingly well, with the class average being 9.2/10.**

Feedback from participants regarding the event

This SDP was a resounding success and the feedback we received from the students proves that.

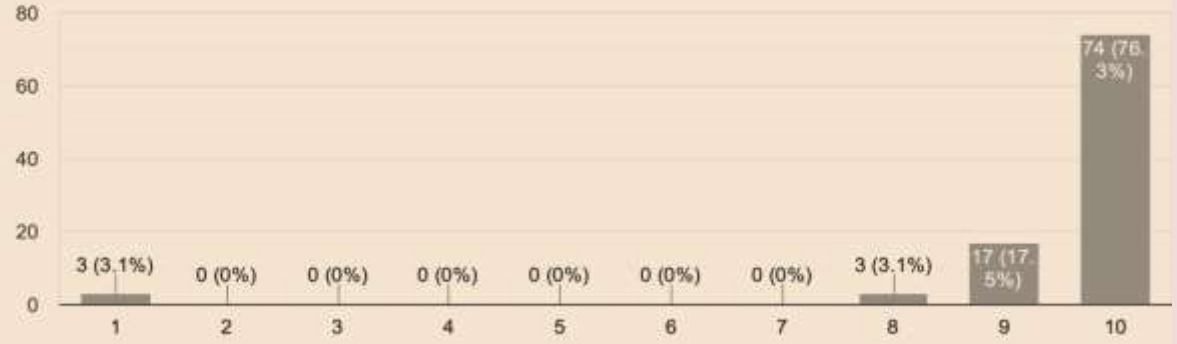
H0w comfortable were you with Google Classroom before this SDP?

97 responses



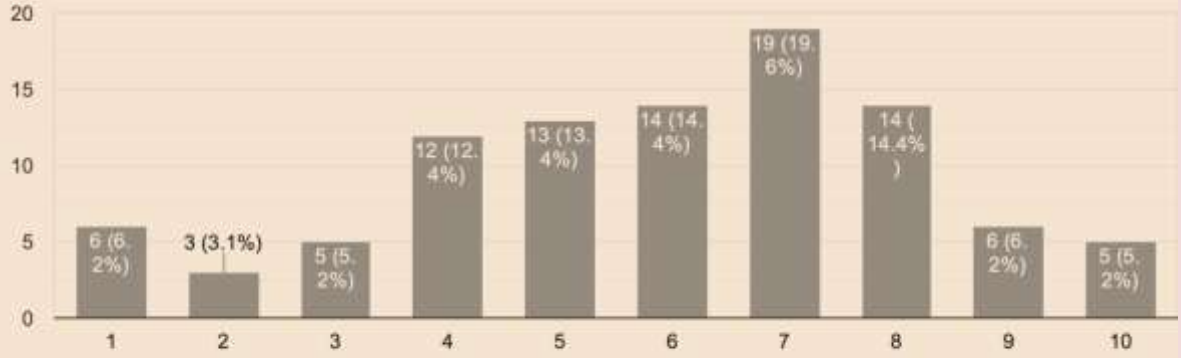
H0w comfortable are you now with Google Classroom after this SDP?

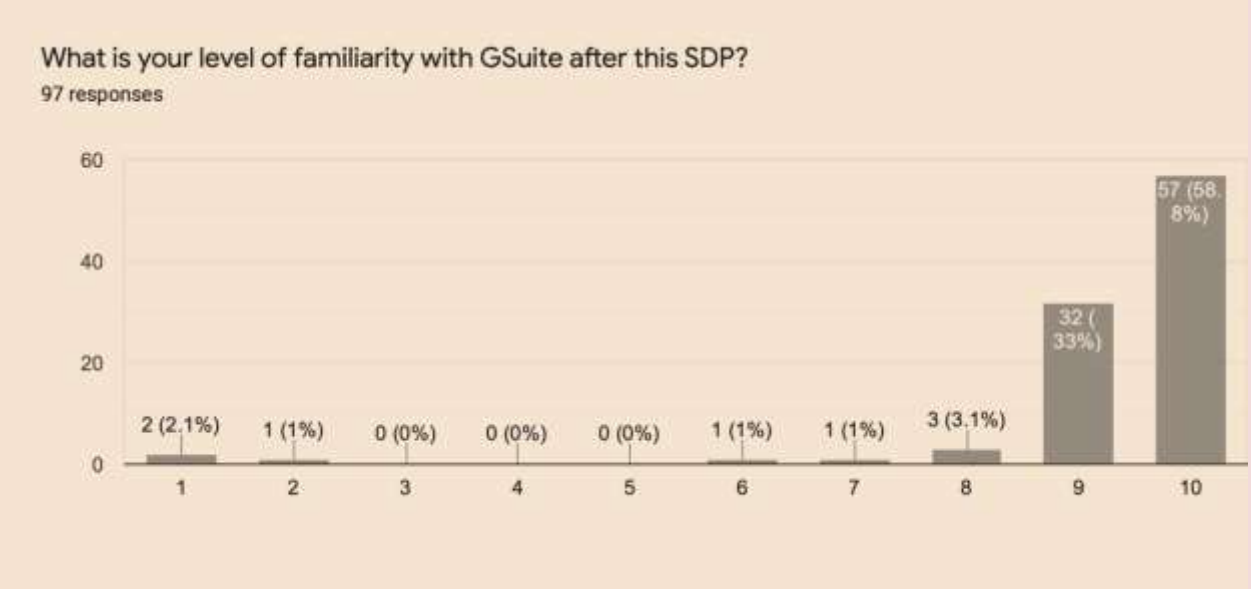
97 responses



What was your level of familiarity with GSuite before this SDP?

97 responses





Here are a few comments from the students themselves:

1. The teachers were very patient and accommodating and this was undoubtedly a very helpful session. We were aware of certain applications but this program gave us a detailed insight and now I feel more confident using all the g suite applications.

2. It was very informative and I got to know about many features present in Google classrooms as well as how we have to submit assignments during this unpredictable pandemic. It was a very knowledgeable session. Thank you so much, teachers.

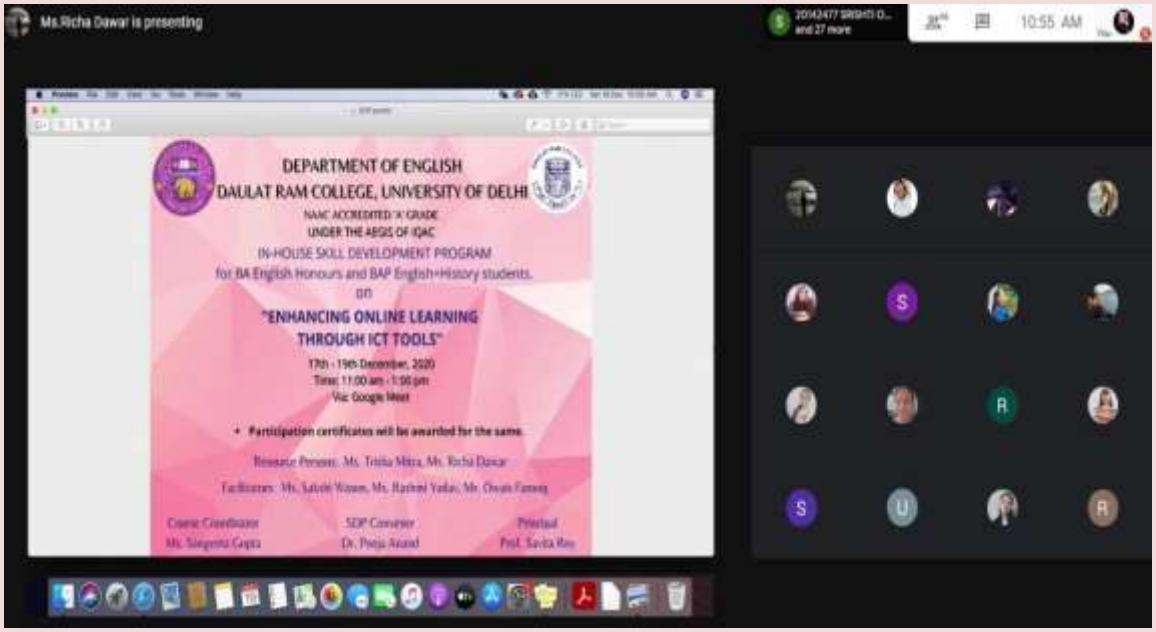
3. Skill Development is imperative to adapt, survive and succeed. In parallel to maintaining an academic awareness of your field, we have to review the career ecosystem. The resource persons have taken a stupendous session. The session was interactive, audible and had clarity. Most of the queries were cleared during that session.

4. The sessions were very informative and helped me gain more knowledge about the various applications and the methods on how to use them. The teachers were extremely kind and supportive, and were able to create a calm and open environment for the sessions. This was a very beneficial programme.

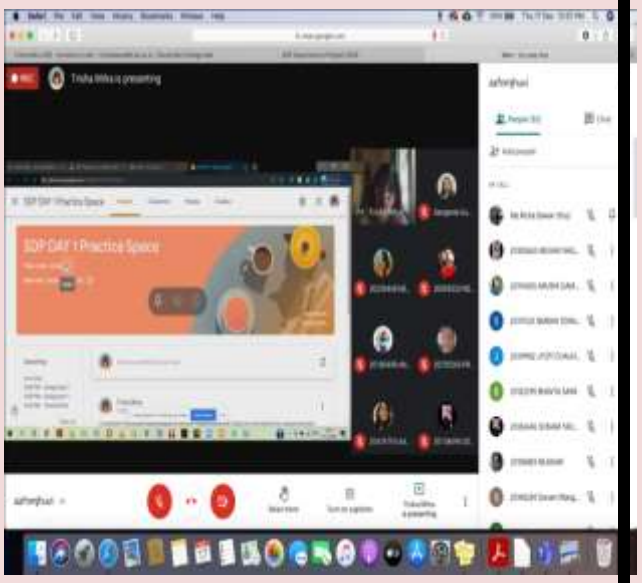
5. SDP has helped me to know things I didn't know about G Suite before and I'm thankful that the college held this program to teach the students.

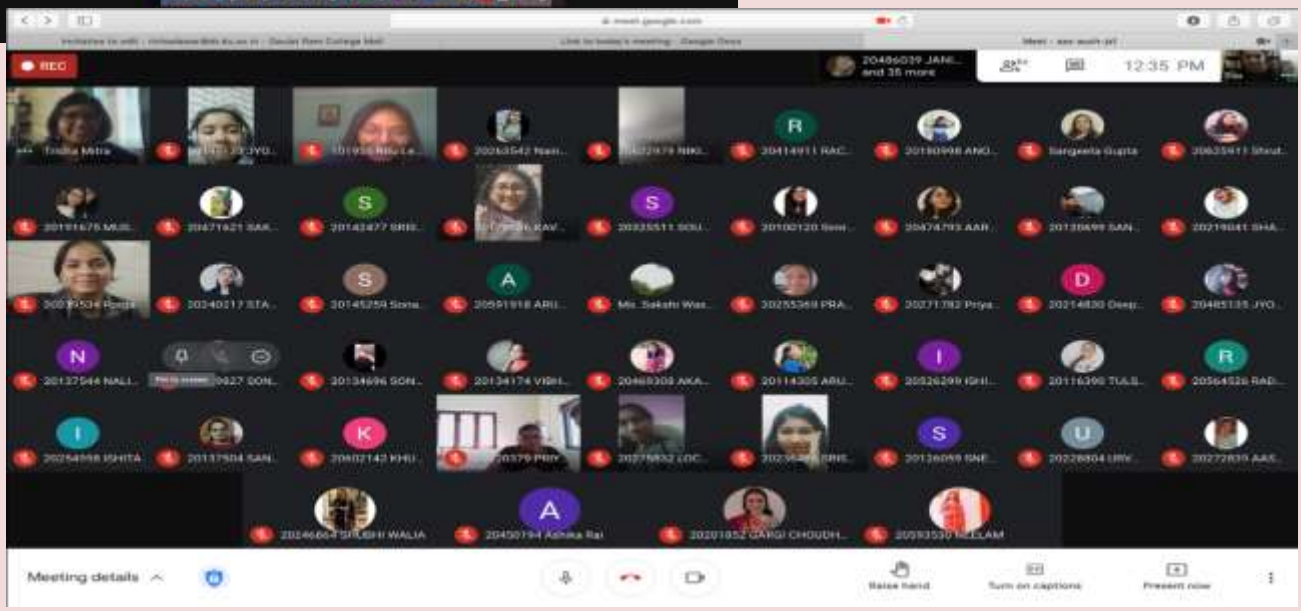
6. The SDP was enlightening. The online mode of studies is very new for all of us so we needed to be familiarized with it. Now I can work with the G suite without wasting time in figuring out how it works. The resource persons, Ms. Trisha Mitra and Ms. Richa Dawar were really polite and went over every feature in detail. They addressed everybody's queries and made this program even more helpful.

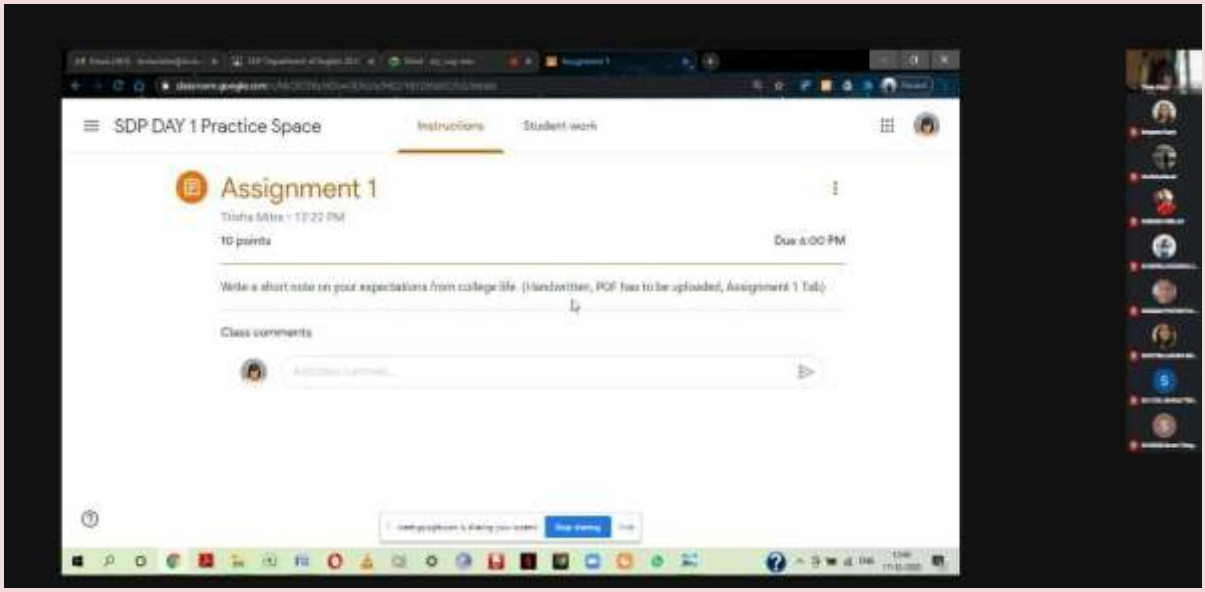
Some Photographs:

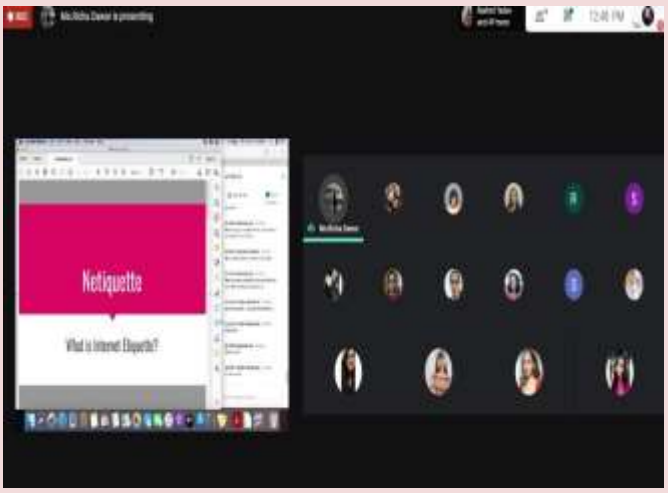


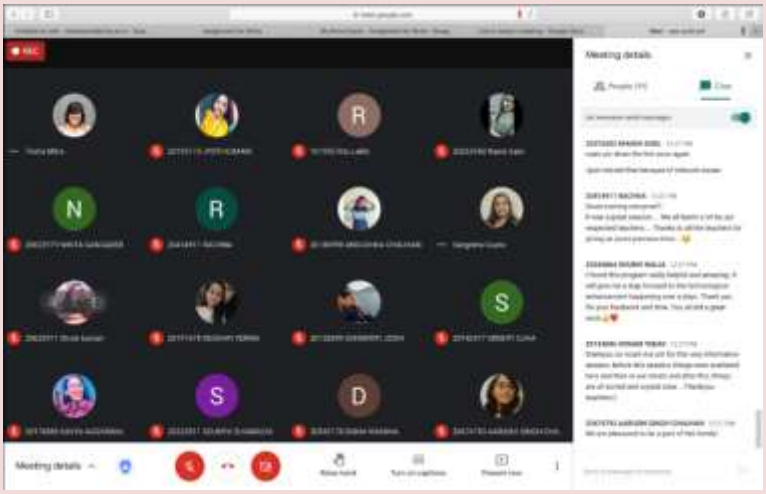
Assignment 1 DAY 2

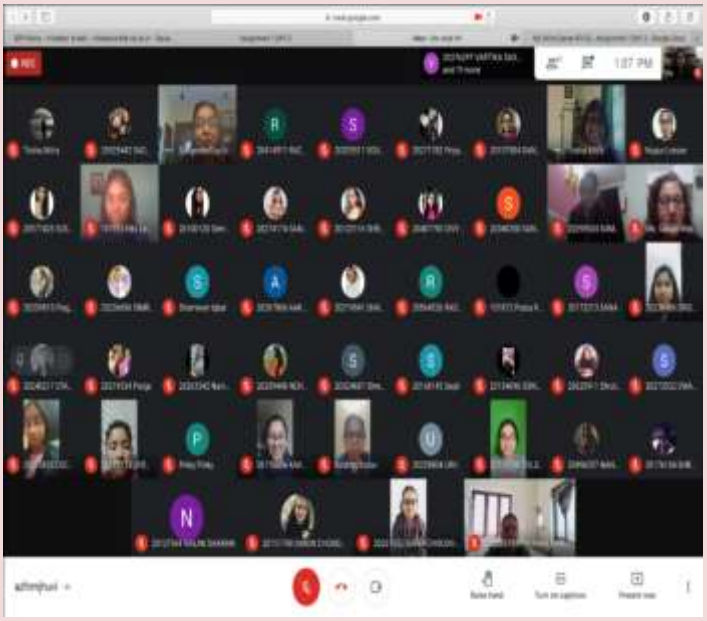

SDP DAY 1 Practice Space


REC
12:35 PM
Meeting details
Raise hand
Turn on captions
Present now


SDP DAY 1 Practice Space
Instructions
Student work
Assignment 1
10 points
Due 6:00 PM
Class comments


Netiquette
What is Internet Etiquette?





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HINDI DEPARTMENT

हिंदी विभाग द्वारा 17-19 दिसम्बर 2020 को प्रातः 11 बजे से मध्याह्न 1 बजे तक हिंदी (विशेष) और बी.ए.प्रोग्राम शारीरिक शिक्षा एवं हिंदी संयोजक विषय की प्रथम वर्ष की यात्राओं के लिए छात्र संवर्द्धन कार्यशाला दो समानांतर ऑनलाइन प्लेटफ़ॉर्म पर आयोजित की गई |

कार्यशाला – 1

कार्यक्रम – तीन दिवसीय छात्र संवर्धन कार्यक्रम (SDP)

विषय –" गूगल क्लास रूम द्वारा आई.सी.टी. मिश्रित शिक्षक अधिगम : परोक्ष कक्षा को जीवंत बनाना "

विभाग – हिंदी विभाग

उद्देश्य – छात्राओं को गूगल क्लास रूम से सम्बन्धित विभिन्न टूल्स की जानकारी देना जैसे-गूगल क्लास रूम,गूगल मीट,क्लास वर्क मैनेजमेंट,असाइनमेंट स्कैन करके अपलोड करना,वस्तुनिष्ठ प्रश्नोत्तरी के उत्तर सबमिट करना,ट्रांसलेटर एप की जानकारी, एम. एस.ऑफिस टूल्स आदि.

पाठ्यक्रम समन्वयक – डॉ. ज्योति शर्मा (विभागाध्यक्षा)

समयावधि – 11 बजे से – मध्याह्न 1 बजे तक

दिनांक – 17-19 दिसम्बर 2020

प्रतिभागियों की संख्या – 92 छात्राएं

कार्यक्रम रूपरेखा / सूची -

17th December 2020

डॉ.गुंजन गुप्ता (संसाधक वक्ता) -Google Classroom (Stream), Google Meet, G Classroom (Classwork Management, Assignment handling) ,Scanning documents and sharing in PDF (Hindi hand-written assignment) in three modes, sharing documents, save recording.

18th December 2020

डॉ.गुंजन गुप्ता (संसाधक वक्ता) - Classwork Management (Assignment handling), assignment, quiz, submission, G Classroom (People), Google Docs, chat, people, comment, grading, checking etc.

19th December 2020

डॉ.गुंजन गुप्ता (संसाधक वक्ता) – how to compress file, pdf, google form, coding, upload live lectures, uses of google related icon etc.

छात्र मूल्यांकन का आधार – वस्तुनिष्ठ प्रश्नावली पहले और दूसरे दिन, तीसरे दिन प्रतिपुष्टि पत्र भरवाया गया.

ई कार्यशाला का सार/रिपोर्ट - दौलत राम महाविद्यालय के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) के अंतर्गत हिंदी विभाग द्वारा हिंदी (विशेष) प्रथम वर्ष की छात्राओं के लिए आयोजित आंतरिक कौशल विकास कार्यक्रम के तहत ''गूगल क्लास रूम द्वारा आई. सी.टी. मिश्रित शिक्षण अधिगम : परोक्ष कक्षा को जीवंत बनाना'' विषय पर तीन दिवसीय ई कार्यशाला का आयोजन किया गया. इस ई कार्यशाला द्वारा छात्राओं ने ऑनलाइन शिक्षण अधिगम के क्षेत्र में पूरे उत्साह और मनोयोग के साथ कदम बढ़ाया.पैंडेमिक स्थिति में ऑनलाइन शिक्षण के द्वारा अवश्य सकारात्मक बदलाव आएगा.इसी सकारात्मक नजरिये के साथ महाविद्यालय की प्राचार्या डॉ.सविता रॉय ने छात्र हित में सभी विभागों द्वारा ई एस.डी. पी. आयोजित किये जाने का निर्देश दिया.इस कार्यशाला की समन्वयक और हिंदी विभाग की विभागाध्यक्षा डॉ.ज्योति शर्मा ने हिंदी विभाग के सभी सदस्यों के साथ मिलकर 17-19 दिसम्बर 2020, सुबह 11बजे से मध्याह्न 1 बजे तक इस कार्यशाला का आयोजन किया.कार्यशाला के तीनों दिन वाणिज्य विभाग की सहायक प्रवक्ता डॉ.गुंजन गुप्ता इस कार्यशाला में संसाधक वक्ता के रूप में उपस्थित रहीं.कार्यशाला के पहले दिन डॉ.संज्ञा उपाध्याय ने इस ई कार्यशाला के महत्व को बताते हुए संसाधक वक्ता के

रूप में उपस्थित वाणिज्य विभाग की सहायक प्रवक्ता डॉ.गुंजन गुप्ता का परिचय देते हुए उनका हिंदी विभाग की ओर से स्वागत करते हुए उन्हें वक्तव्य के लिए आमंत्रित किया.डॉ.गुंजन ने कहा कि इस तकनीकी ऑनलाइन प्लेटफॉर्म पर हमें सबसे पहले यह जानना जरुरी है कि गूगल क्लास,गूगल मीट किस तरह कार्य करती है?कैसे उसे डाउन लोड किया जाए?कैसे उससे जुड़े विभिन्न फीचर्स को समझा जाए?पहले दिन उन्होंने ICT टूल्स की जानकारी दी.किस तरह कोड के द्वारा ऑफिशियल आईडी से गूगल क्लास ज्वाइन करते हैं?कैसे गूगल मीट अटेंड करते हैं?कैसे लिंक शेयर करते हैं?अटेंडेंस कैसे सेव होती है? रिकॉर्डिंग कैसे शेयर की जाती है?कैसे होस्ट या एडमिन ही रिकॉर्डिंग कलर सकता है आदि जैसी महत्वपूर्ण जानकारी दी.

अंत में डॉ.संज्ञा उपाध्याय द्वारा विधिवत धन्यवाद ज्ञापन किया गया. कार्यशाला के दूसरे दिन सुश्री नीतिशा खलखो ने मंच संचालन किया.विभाग की वरिष्ठ प्राध्यापिका डॉ.सुनीता दुरंगल ने संसाधक वक्ता डॉ.गुंजन गुप्ता का स्वागत किया.साथ ही सभी छात्राओं को इस कार्यशाला हेतु आशीर्वचन दिए.इस दिन छात्राओं को गूगल क्लास कैसे काम करती है, इस बारे में जानकारी दी गई.गूगल क्लास में कैसे क्लास वर्क देखते है?कैसे असाइनमेंट सबमिट करते हैं?कैसे एक लिंक से रोज़ क्लास ज्वाइन होती है?ग्रेडिंग कैसे की जाती है?इन सभी सवालों के जवाब संसाधक वक्ता ने विस्तार से दिए. कार्यशाला के तीसरे दिन विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ.ज्योति शर्मा ने संसाधक वक्ता डॉ.गुंजन गुप्ता का स्वागत किया.उन्होंने कहा कि छात्राएं तकनीकी माध्यम से शिक्षा ग्रहण कर अपनी शिक्षण -अधिगम प्रक्रिया में आगे बढ़ रही हैं.''*कभी सदिया गवाही नहीं देती,कभी कुछ पल आकर गवाही दे जाते हैं, उनके होने -न -होने का अक्स हमपर,चुपके -से छोड़ जाते हैं*'' जैसी उत्साहवर्धक पंक्तियों के साथ डॉ.ज्योति शर्मा ने कहा कि कोरोना काल में हम सब तकनीकी माध्यम द्वारा आपस में जुड़े हैं. शारीरिक रूप से दूरी अवश्य है, पर मन एक हैं.उन्होंने अपने विभाग के सभी सहयोगी सदस्यों का भी स्वागत किया जिनकी उपस्थिति ने इस कार्यशाला में भाग लेने वाली छात्राओं का हौसला बढ़ाया शिक्षण अधिगम प्रक्रिया को सहज बनाने के लिए उन्होंने संसाधक वक्ता को आमंत्रित किया.डॉ.गुंजन गुप्ता ने कार्यशाला के अंतिम दिन फाइल को कम्प्रेस करना,उसकी क्वालिटी के विभिन्न विकल्पों का चुनाव करना,पीडीएफ़ बनाना,गूगल फॉर्म बनाना,भरना,फॉर्म में कोडिंग का प्रयोग

करना,प्रश्नोत्तरी में लाइव लेक्चर अपलोड करना,रिस्पोंस का टाइम सेट करना,असाइनमेंट सबमिट करना आदि की जानकारी दी. अंत में विधिवत तरीके से सुश्री नीतिशा खलखो ने महाविद्यालय की प्राचार्या डॉ.सविता रॉय,आंतरिक कौशल विकास संवर्धक कार्यक्रम की संयोजिका डॉ.पूजा आनंद,हिंदी विभाग की विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ.ज्योति शर्मा,हिंदी विभाग की प्राध्यापिकाओं, प्राध्यापक, आयोजन समिति के सदस्यों एवं छात्राओं का आभार व्यक्त किया जिनके सहयोग से इस तीन दिवसीय कार्यशाला का सफलतापूर्वक समापन हुआ. प्रत्येक दिन छात्राएं डेमो क्लास में अपना श्रेष्ठ प्रदर्शन कर रही थीं .साथ-साथ कुछ भी समझ न आने की स्थिति में निरंतर चैट बॉक्स के माध्यम से प्रश्न भी कर रहीं थीं.संसाधक वक्ता द्वारा जब भी प्रश्न किया जाता छात्राओं की तुरंत चैट बॉक्स के माध्यम से प्रतिक्रिया आनी आरम्भ हो जाती जिसका समाधान संसाधक वक्ता ने साथ-साथ किया. पहले दो दिन छात्राओं के लिए वस्तुनिष्ठ प्रश्नोत्तरी गूगल लिंक दवारा तैयार की गई.जिसे सभी छात्राओं ने सबमिट किया.अंतिम दिन छात्राओं से प्रतिपुष्टि पत्र गूगल लिंक द्वारा भरवाया गया.

प्रतिपुष्टि पत्र के आधार पर कार्यक्रम का सार –

छात्राओं द्वारा अंतिम दिन कार्यशाला से सम्बन्धित प्रतिपुष्टि पत्र भरवाया गया.छात्राओं की इस सम्बन्ध में बहुत अच्छी प्रतिक्रिया रही.उनका मानना है कि इस तरह की कार्यशाला के आयोजन द्वारा उन्हें गूगल क्लास रूम की बुनियादी बातें समझ आई. जिससे ऑनलाइन क्लास लेने और वहाँ कक्षा सम्बन्धी विभिन्न कार्यों को करने में उन्हें आसानी रहेगी.छात्राओं के लिए प्रत्येक सत्र बहुत रोचक और ज्ञानवर्धक रहे.उनका कहना है कि गूगल क्लास रूम से सम्बन्धित इस तरह की ई कार्यशाला का आयोजन नये गूगल क्लास रूम टूल्स के साथ किया जाना चाहिए.

वस्तुनिष्ठ प्रश्नावली -17 दिसम्बर 2020

वस्तुनिष्ठ प्रश्नावली -18 दिसम्बर 2020

प्रतिपुष्टि पत्र – 19 दिसम्बर 2020

डॉ.ज्योति शर्मा

हिंदी विभाग

(विभागाध्यक्षा एवं कार्यशाला समन्वयक)

कार्यशाला – 2

कार्यक्रम – तीन दिवसीय छात्र संवर्धन कार्यक्रम (SDP)

विषय – " गूगल क्लास रूम द्वारा आई.सी.टी. मिश्रित शिक्षण अधिगम : परोक्ष कक्षा को जीवंत बनाना "

विभाग – शारीरिक शिक्षा एवं हिंदी विषय संयोजन

उद्देश्य – छात्राओं को गूगल क्लास रूम ,माइक्रोसॉफ्ट टीम से सम्बन्धित विभिन्न टूल्स की जानकारी देना जैसे-गूगल क्लासरूम,गूगल मीट,क्लास वर्क मैनेजमेंट,असाइनमेंट स्कैन करके अपलोड करना,वस्तुनिष्ठ प्रश्नोत्तरी के उत्तर सबमिट करना,ट्रांसलेटर एप की जानकारी, एम. एस.ऑफिस टूल्स आदि.

पाठ्यक्रम समन्वयक – डॉ. ज्योति शर्मा (विभागाध्यक्षा)

समयावधि – 11 बजे से – मध्याह्न 1 बजे तक

दिनांक – 17-19 दिसम्बर 2020

प्रतिभागियों की संख्या – 30 छात्राएं

कार्यक्रम रूपरेखा / सूची -

17th December 2020

डॉ.मधु दामानी (संसाधक वक्ता) -Google Classroom (Stream), Google Meet, G Classroom (Classwork Management, Assignment handling) Scanning documents and sharing in PDF (Hindi hand-written assignment) in three modes.

18th December 2020

डॉ.नेहा भाटिया (संसाधक वक्ता) - Classwork Management (Assignment handling) G Classroom (People), Google Docs, google form, slides for Powerpoint, Excel sheet ,undo, how to use highlighter, how to use calender, Quiz Answering (that is created) Assignment to be uploaded in Hindi (translator).

19th December 2020

डॉ.नेहा भाटिया (संसाधक वक्ता) -Microsoft team, join class, chat, team, channel, team member, team owner, team praise, docs, hang up, device setting etc.

छात्र मूल्यांकन का आधार – वस्तुनिष्ठ प्रश्नावली दूसरे दिन (पहले दोनों दिनों पर आधारित) तीसरे दिन प्रतिपुष्टि पत्र भरवाया गया.

ई कार्यशाला का सार/रिपोर्ट – दौलत राम महाविद्यालय के आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) के अंतर्गत हिंदी विभाग द्वारा शारीरिक शिक्षा एवं हिंदी विषय संयोजन की छात्राओं के लिए आयोजित आंतरिक कौशल विकास कार्यक्रम के तहत ''गूगल क्लास रूम द्वारा आई. सी.टी. मिश्रित शिक्षण अधिगम : परोक्ष कक्षा को जीवंत बनाना'' विषय पर तीन दिवसीय ई कार्यशाला का आयोजन किया गया. इस ई कार्यशाला द्वारा छात्राओं ने ऑनलाइन शिक्षण अधिगम के क्षेत्र में पूरे उत्साह और मनोयोग के साथ कदम बढ़ाया.पेंडेमिक स्थिति में ऑनलाइन शिक्षण के द्वारा अवश्य सकारात्मक बदलाव आएगा.इसी सकारात्मक नजरिये के साथ महाविद्यालय की प्राचार्या डॉ.सविता रॉय ने छात्र हित में सभी विभागों द्वारा ई एस.डी. पी. आयोजित किये जाने का निर्देश दिया. इस कार्यशाला की समन्वयक और हिंदी विभाग की विभागाध्यक्षा डॉ.ज्योति शर्मा ने 17-19 दिसम्बर 2020 ,सुबह11बजे से मध्याह्न 1 बजे तक आयोजन समिति के सदस्यों के साथ इस कार्यशाला का आयोजन किया.कार्यशाला के पहले दिन राजनीति विज्ञान विभाग की सहायक प्रवक्ता डॉ मधु दामानी और दूसरे,तीसरे दिन गणित विभाग की सहायक प्रवक्ता डॉ.नेहा भाटिया इस कार्यशाला में संसाधक वक्ता के रूप में उपस्थित रहीं.

कार्यशाला के तीनों दिन मंच संचालन हिंदी विभाग से डॉ संतोष सैन ने किया. उन्होंने कार्याशला के पहले दिन (17 दिसम्बर 2020) वर्तमान स्थितियों के सन्दर्भ में कहा कि आज कोरोना युग में ऑनलाइन लर्निंग एक बहुत बड़ी चुनौती है.उन्होंने

कार्यशाला में उपस्थित सभी प्राध्यापिकाओं,कार्यशाला समन्वयक,संसाधक वक्ता,छात्राओं का स्वागत किया. शारीरिक शिक्षा विषय की विभागाध्यक्षा डॉ.कविता शर्मा मैम को आशीर्वचन हेतु आमंत्रित किया गया. उन्होंने सभी छात्राओं का स्वागत करते हुए कहा कि शारीरिक शिक्षा और हिंदी विषय संयोजन का चुनाव आपने किया यही आपकी विजय है. जिस हिंदी भाषा को आप अपना रहे हैं उसके माध्यम से एक दिन आप समाज में अपना स्थान निर्धारित करेंगे. आप अपने शरीर के मालिक हैं. अपने व्यक्तित्व का विकास,लाइफ स्टाइल ,आचरण सभी आयामों को आप इन तीन वर्षों में विकसित करेंगे.कविता मैम ने ''मैं न नदी,न जल,न किनारा'' कविता की पंक्तियों के माध्यम से छात्राओं का उत्साह बढ़ाते हुए जीवन के हर पथ पर आगे बढ़ने का आशीष दिया.इसके बाद हिंदी विभाग की विभागाध्यक्षा डॉ ज्योति शर्मा को आमंत्रित किया गया.उन्होंने कहा कि आप सभी को शारीरिक और मानसिक रूप से स्वस्थ रहना जरुरी है.तकनीक को सीखना समय की जरूरत है.गूगल क्लास रूम,मीट के माध्यम से आप छात्राओं को सक्षम करने का प्रयास किया जा रहा है. तकनीकी शिक्षण अधिगम प्रक्रिया ने कोरोना की इस पेंडेमिक स्थिति में महत्वपूर्ण भूमिका निभाई है.इसके बाद कार्यशाला के पहले दिन की संसाधक वक्ता डॉ मधु दामानी का परिचय दिया गया.डॉ कौशाम्बी ने वर्चुअल पुष्प गुच्छ द्वारा उनका स्वागत किया. डॉ मधु ने छात्राओं को फोन और लैपटॉप दोनों पर गूगल मीट, गूगल क्लास की जानकारी दी.जी मीट के कई फीचर्स भी उन्होंने बताये.कैसे ऑडियो, वीडियो ऑन,ऑफ करना है,कैसे इन कॉल मैसेज में जाकर चैट करनी है,गूगल मीट में किसी प्रकार की समस्या आने पर कैसे सेंड फीड बैक में जाकर समस्या लिखकर स्क्रीन शॉट करके भेजना है.क्लास कोड के साथ छात्राएं कैसे क्लास ज्वाइन करेंगी?कैसे ऑफ़िशिअल आईडी से क्लास ज्वाइन करनी है?कैसे मेल में लिंक पेस्ट करना है? असाइनमेंट कैसे पीडीएफ़ बनाकर अपलोड करना होता है?गूगल क्लास से सम्बन्धित विभिन्न महत्वपूर्ण बिन्दुओं पर रोचक तरीके से प्रकाश डाला गया. कार्यशाला के दूसरे दिन (18 दिसम्बर 2020) डॉ संतोष सैन द्वारा संसाधक वक्ता डॉ नेहा भाटिया का परिचय दिया गया.डॉ मनीष कुमार चौधरी द्वारा वर्चुअल पुष्प गुच्छ द्वारा उनका स्वागत किया.उन्होंने जी सूट,जी मेल के विषय में विस्तार से बताया.संसाधक वक्ता ने बताया कि अगर ऑफिशियल आईडी में किसी प्रकार की समस्या आती है तो एडमिनिस्ट्रेटिव द्वारा इसका निदान किया जाता है.उनके पास इसका पूरा कंट्रोल होता है.उन्होंने बताया कि जी मेल में साइड में तीन बिंदु होते हैं जिनमे कई विकल्प होते हैं.वहाँ कैसे ड्राइव में सभी बुक्स,डाक्यूमेंट्स,रिकॉर्डिंग सेव रहती हैं.उनमे गूगल शीटफॉर एक्सेल, स्लाइड फॉर पॉवर पॉइंट,फॉर्म आदि के विकल्प आते हैं.

कैसे एक गूगल फॉर्म बनाया जाता है?होस्ट को कैसे सभी की प्रतिक्रिया नजर आती है?अन डू, हाइलाइटर,गूगल ट्रांसलेटर,गूगल कलेंडर कैसे काम करता है?ये सभी महत्वपूर्ण जानकारी छात्राओं के साथ साझा की.गूगल क्लास में असाइनमेंट,टेस्ट कैसे सबमिट होते है? कैसे अपने मार्क्स देखते हैं?कैसे असाइनमेंट डिलीट करके नया डालते हैं? कार्यशाला के तीसरे दिन डॉ नेहा भाटिया ने माइक्रोसॉफ्ट टीम के विषय में जानकारी दी. उन्होंने बताया कि अधिकांश फीचर्स दोनों में एक जैसे हैं. माइक्रोसॉफ्ट डॉक्स,टीम जनरल,टीम क्लास,टीम प्रेज़,इमोजिज़ एक्टिविटी ,कॉल,चैट,चेंज बैक ग्राउंड,अटेंडेंस एप आदि के विषय में उन्होंने विस्तार से जानकारी दी.माइक्रोसॉफ्ट टीम ऐसा ऑनलाइन प्लेटफॉर्म है जो काफी हद तक गूगल मीट और व्हाट्सएप्प की तरह कार्य करता है.इसमें जी.मीट की तरह डिवाइस सेटिंग भी होती है. ई कार्यशाला के अंतिम दिन छात्राओं,संसाधक वक्ता और प्राध्यापिकाओं,प्राध्यापक ने कार्यशाला सम्बन्धी अपने अनुभव साझा किए.हिंदी विभाग की विभागाध्यक्षा एवं कार्यशाला समन्वयक डॉ ज्योति शर्मा ने विधिवत धन्यवाद ज्ञापन करते हुए महाविद्यालय की प्राचार्या डॉ.सविता रॉय,आंतरिक कौशल विकास संवर्धक कार्यक्रम की संयोजिका डॉ.पूजा आनंद, शारीरिक शिक्षा विषय की विभागाध्यक्षा डॉ.कविता शर्मा, तकनीकी जटिलताओं को सरल तरीके से समझाने के लिए संसाधक वक्ताओं डॉ.मधु दामानी,डॉ.नेहा भाटिया, हिंदी विभाग की प्राध्यापिकाओ, प्राध्यापक, आयोजन समिति के सदस्यों डॉ.संतोष सैन, डॉ.कुसुम लता,डॉ.मनीष कुमार चौधरी, डॉ.कौशाम्बी एवं छात्राओं का आभार व्यक्त किया जिनके सहयोग से इस त्रिदिवसीय कार्यशाला का सफलतापूर्वक समापन हुआ. प्रत्येक दिन छात्राएं डेमो क्लास में अपना श्रेष्ठ प्रदर्शन कर रही थी. साथ-साथ कुछ भी समझ न आने की स्थिति में निरंतर चैट बॉक्स के माध्यम से प्रश्न भी कर रहीं थीं.संसाधक वक्ताओं द्वारा जब भी प्रश्न किया जाता छात्राओं की तुरंत चैट बॉक्स के माध्यम से प्रतिक्रिया आनी आरम्भ हो जाती जिसका समाधान दोनों वक्ता साथ-साथ करते रहे. दूसरे दिन छात्राओं के लिए वस्तुनिष्ठ प्रश्नोत्तरी गूगल लिंक द्वारा तैयार की गई.जिसे सभी छात्राओं ने सबमिट किया.अंतिम दिन छात्राओं से प्रतिपुष्टि पत्र गूगल लिंक द्वारा भरवाया गया.

प्रतिपुष्टि पत्र के आधार पर कार्यक्रम का सार – छात्राओं द्वारा अंतिम दिन कार्यशाला से सम्बन्धित प्रतिपुष्टि पत्र भरवाया गया.छात्राओं की इस सम्बन्ध में बहुत अच्छी प्रतिक्रिया रही.उनका मानना है कि इस तरह की कार्यशाला के आयोजन द्वारा उन्हें गूगल क्लास रूम,माइक्रोसॉफ्ट टीम की बुनियादी बातें समझ आई. जिससे ऑनलाइन क्लास लेने और वहाँ कक्षा सम्बन्धी विभिन्न कार्यों को करने में उन्हें आसानी रहेगी.छात्राओं के लिए प्रत्येक सत्र बहुत रोचक और ज्ञानवर्धक रहे.उनका कहना है कि गूगल क्लास रूम से सम्बन्धित इस तरह की ई कार्यशाला का आयोजन नए गूगल क्लास रूम टूल्स के साथ किया जाना चाहिए.

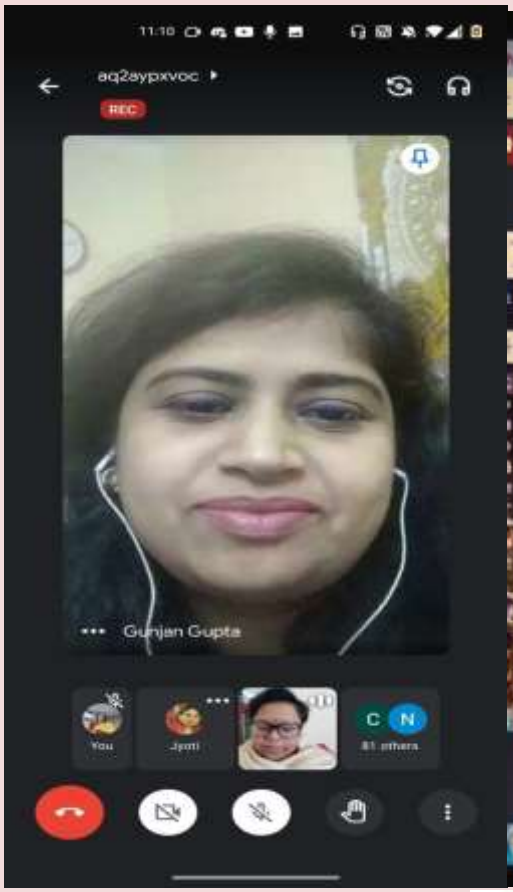
वस्तुनिष्ठ प्रश्नावली - 18 दिसम्बर 2020

प्रतिपुष्टि पत्र – 19 दिसम्बर 2020

डॉ.ज्योति शर्मा

हिंदी विभाग

(विभागाध्यक्षा एवं कार्यशाला समन्वयक)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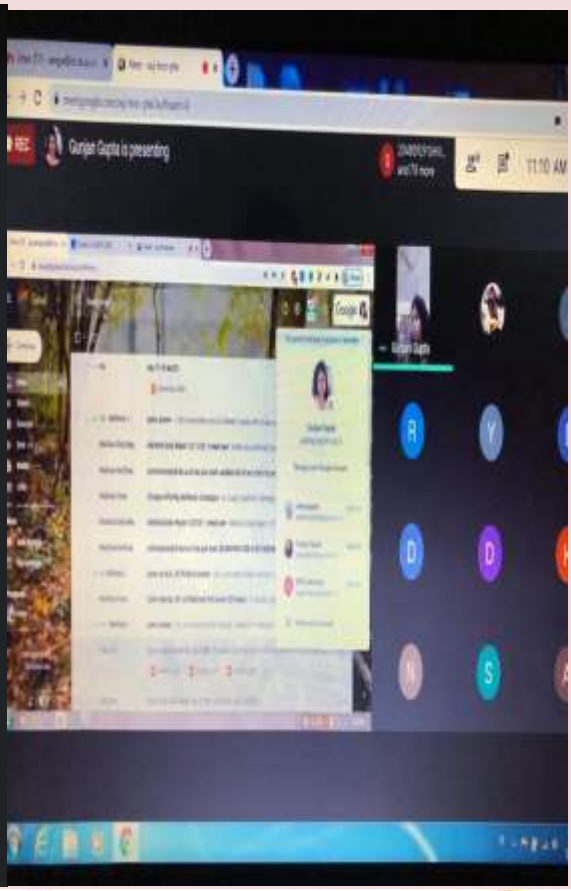
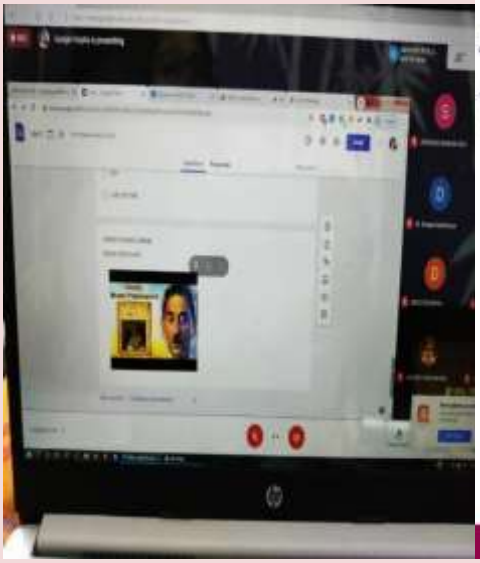

Gunjan Gupta is presenting



DAULAT RAM COLLEGE
दौलतराम महाविद्यालय
NAAC द्वारा 'A' श्रेणी मान्यता प्राप्त
(दिल्ली विश्वविद्यालय)
आई.क्यू.ए.सी. के अंतर्गत
हिंदी विभाग प्रस्तुत करता है
छात्र संवर्द्धन कार्यक्रम
गूगल कक्षा द्वारा आई.सी.टी. मिश्रित अधिगम :
परोक्ष कक्षा को जीवंत बनाना
दिनांक: 17-19 दिसंबर 2020
हिंदी विभाग की प्रथम वर्ष की छात्राओं के लिए यह कार्यशाला अनिवार्य है।
एस.डी.पी. संयोजक
डॉ. पूजा आनंद
समन्वयक
डॉ. ज्योति शर्मा
प्राचार्या
डॉ. सविता सैन
संसाधक वक्ता: डॉ. गुंजन गुप्ता, सुश्री मेघा जैन

DAULAT RAM COLLEGE

दौलतराम महाविद्यालय

NAAC द्वारा 'A' श्रेणी मान्यता प्राप्त

(दिल्ली विश्वविद्यालय)

आई.क्यू.ए.सी. के अंतर्गत

हिंदी विभाग प्रस्तुत करता है

छात्र संवर्द्धन कार्यक्रम

UNIVERSITY OF DELHI

गूगल कक्षा द्वारा आई.सी.टी. मिश्रित अधिगम : परोक्ष कक्षा को जीवंत बनाना

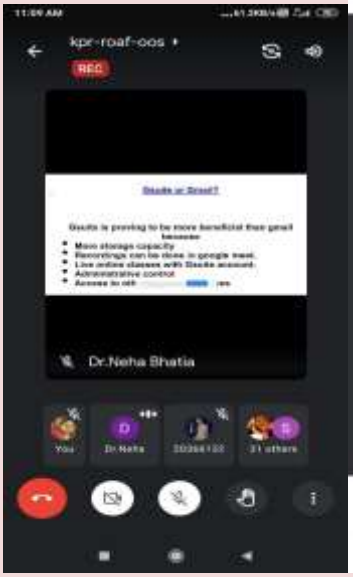
दिनांक: 17-19 दिसंबर, 2020

समय: प्रातः 11:00 बजे से मध्याह्न 1:00 बजे तक

बी. ए. (प्रोग्राम) की शारीरिक शिक्षा और हिंदी संयोजन विषय की प्रथम वर्ष की छात्राओं के लिए यह कार्यशाला अनिवार्य है।

एस.डी.पी. संयोजक	समन्वयक	प्राचार्या
डॉ. पूजा आनंद	डॉ. ज्योति शर्मा	डॉ. सविता रॉय

संसाधक वक्ता: डॉ. मधु दामानी (राजनीति विज्ञान विभाग), डॉ. नेहा भाटिया (गणित विभाग)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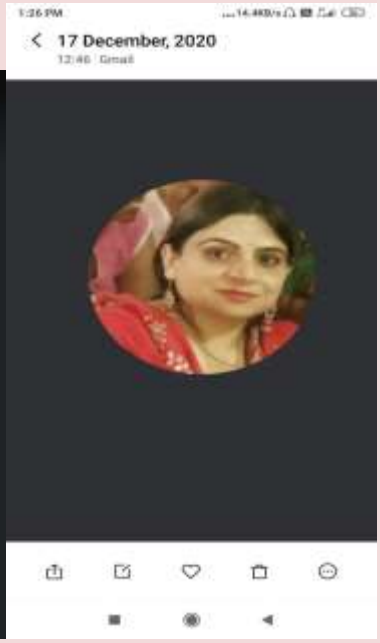
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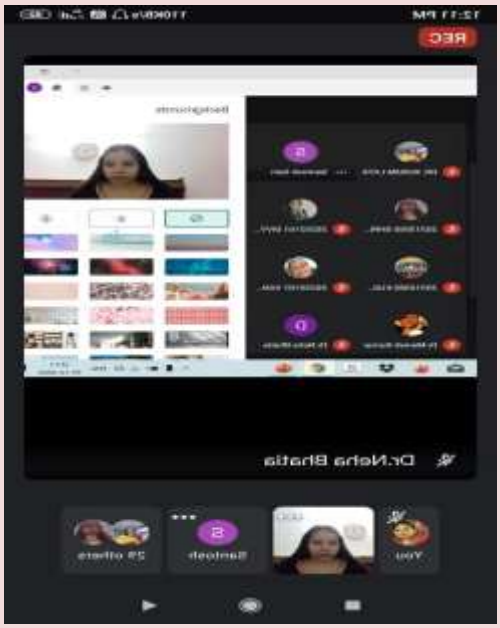
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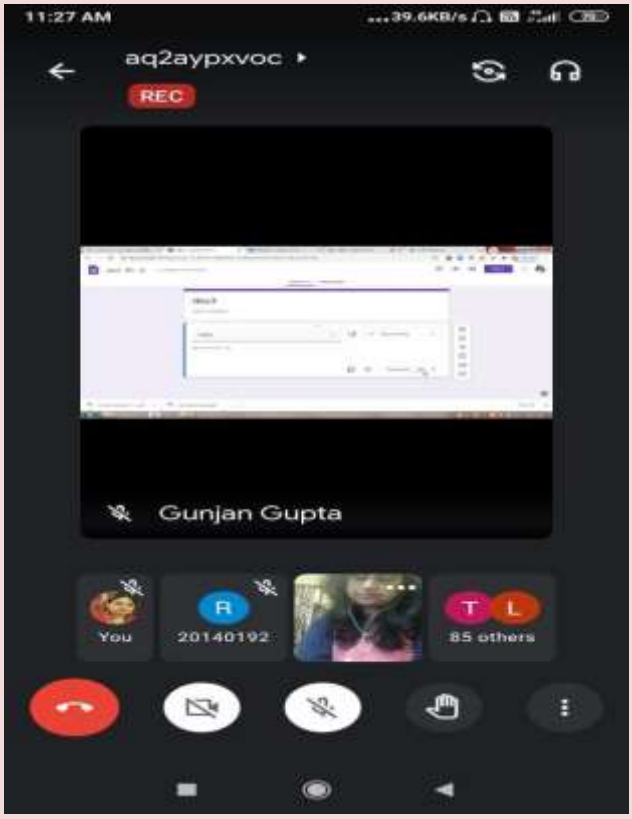
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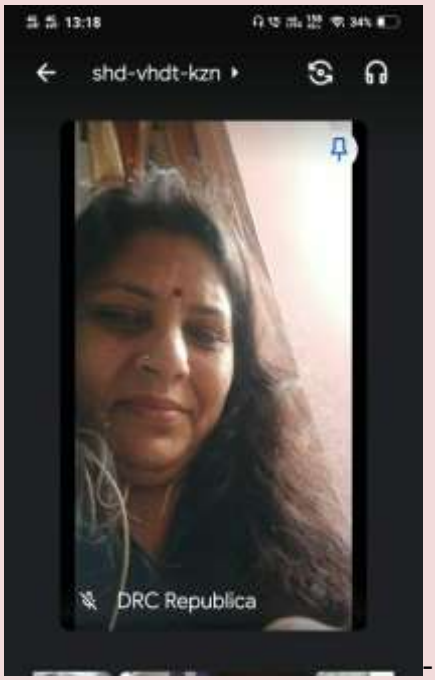
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HISTORY DEPARTMENT

Name of event with organizing Department: - Three Days in House Skill Development Program organized by Department of History.

Objectives: - Enhance Learning Through ICT Tools for Online Classes and Teaching.

Course Coordinator: - Mrs. Snehlata.

Duration with Dates: - 17th-19th Dec 2020, 11.00AM – 1.00PM.

Number and profile of Participants: - 82 Students (Hons. and BA (P) from History and other departments of Daulat Ram College, participated in this three-day in-House Skill Development Program.

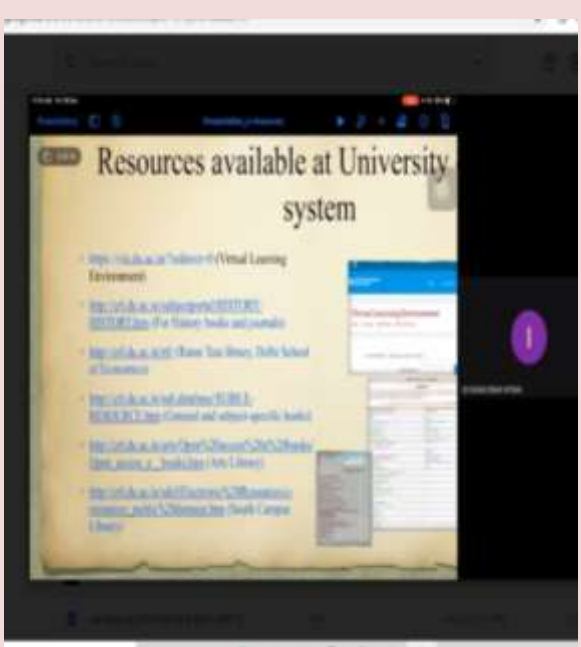
Program schedule (with title of sessions and speakers/ resource persons):

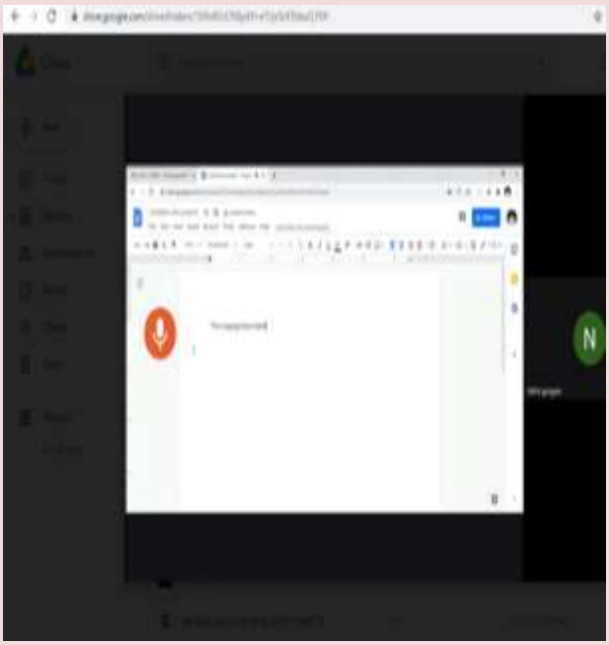
Day	Date	Time	Topics	Resource Person
Day 1	17-12-2020	11.am-11.40am 12.pm-12.40pm	Introductory address Google classroom, Google meet.	Menka Singh
		11.40am-12pm 12.40pm -1.00pm	Question and answer session	
Day 2	18-12-2020	11.am-11.40am	Google drive, Google docs, mind maps	Nikhil Gangwar
		11.40am-12pm	Question answer session	
		12pm-12.40pm	E- Resources	Smarika Nawani
		12.40pm-1.00pm	Question answer session	
Day 3	19-12-2020	11.am-12.pm	Video Recording Tools	Pravash Kumar Chaudhary
		12.pm-12.30pm	Question answer session	
		12.30pm-1.00pm	Quizzes and assignments	Sana Bano and Ruby Singh

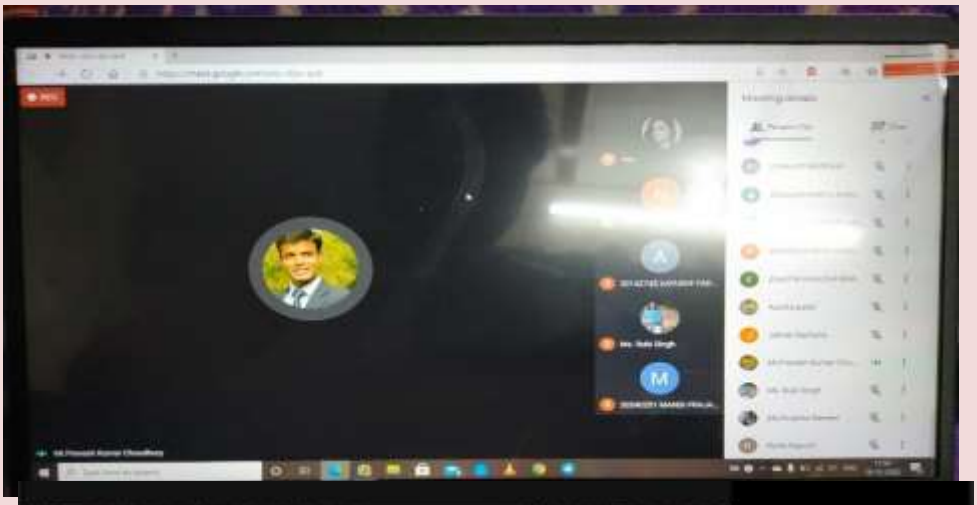
Method of assessments of participants, if any: - Quiz and assignment.

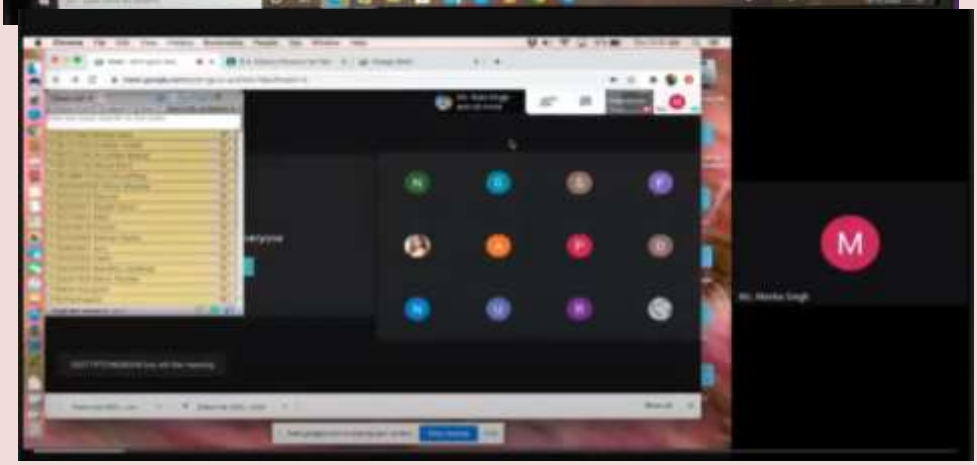
Feedback from participants regarding the event (compiled and summarized):
The skill in hands mint course was organized by the department of history from 17th to 19th December 2020.satisfied with content and resource persons. It has been very beneficial and informative session for the students. Students learn many new things like Google classroom, E-Resources, Google Drive and Doc, Mind maps, and G-suits etc.

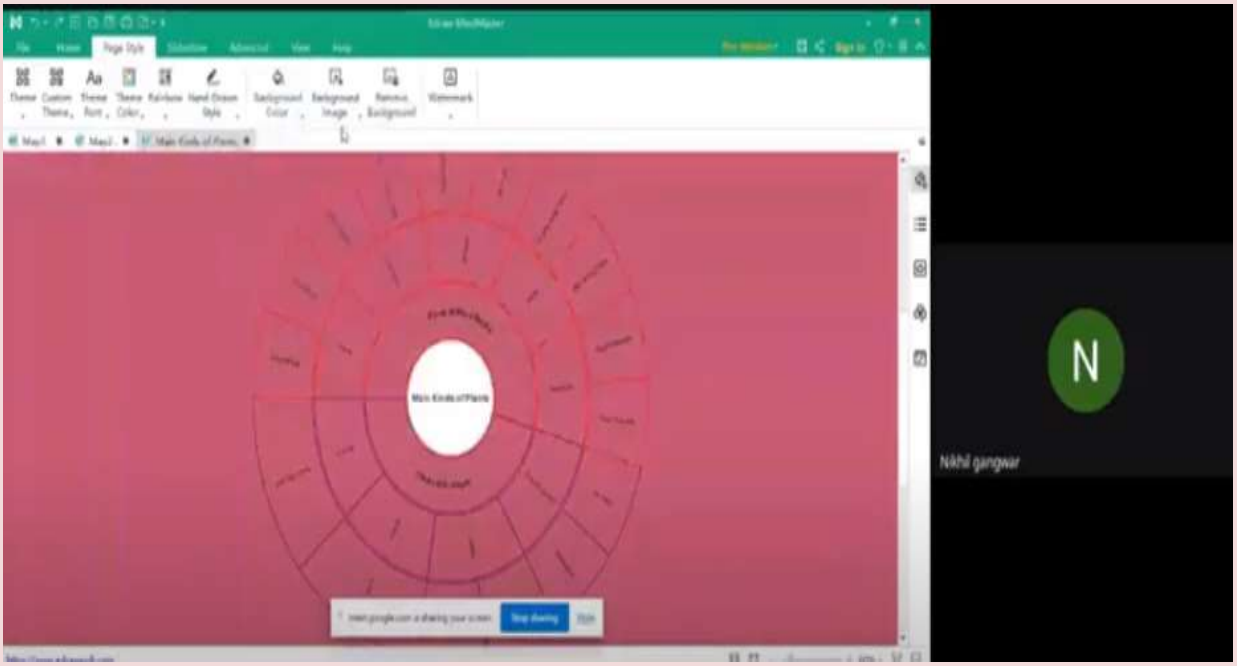
A Few photographs:







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LIFE SCIENCE DEPARTMENT

Name of the Programme: Online In-House Skill Development Program on Enhancing E-Learning Through ICT Tools.

Department: Life Science Association

Objective:

1. To make students acquainted with ICT tools which we have been using on teaching platform.
2. Development of skill to switch from offline teaching to online teaching mode
3. Use of ICT tools from student's perspective.
4. To resolve queries reported by students
5. To give some hands-on for topics covered during the sessions

Course coordinator: Dr. Madhu

Duration with date: 6 hrs. (17/12/2020-19/12/2020)

Each day having 2 hrs. session.

Number of Participants: 56

Profile of Participants:

Course: B.Sc. Life science,

Year: 1st

College: Daulat Ram College

Programme Schedule:

1st Day (17th Dec. 2020)

Google classroom: Dr. Sonika Sharma, Assistant Professor, Zoology Department. (11:00 am 12:00 pm)

Google Doc and Google Slides: Dr. Jyotsna Singh, Assistant Professor, Zoology Department. (12:00 pm to 1:00 pm)

2nd day (18th Dec, 2020)

Google Drive, Google Scholar, Google Sheet, Google chrome extensions: Dr. Jyoti Taneja, Assistant Professor, Zoology Department. (11:00 am-1:00 pm).

3rd Day (19th Dec, 2020)

Google Form and Chemsketch: Dr. Aditi Puri, Assistant Professor, Chemistry Department, (11:00 am-12:00 pm)

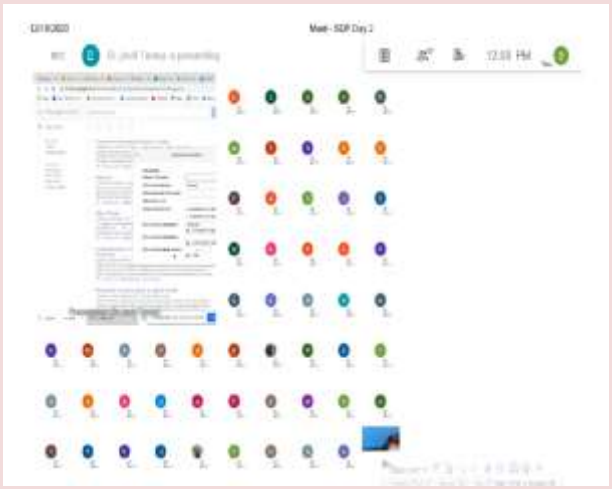
Google Meet: Dr. Anju Jain, Assistant Professor, Zoology Department. (12:00 pm-1:00 pm)

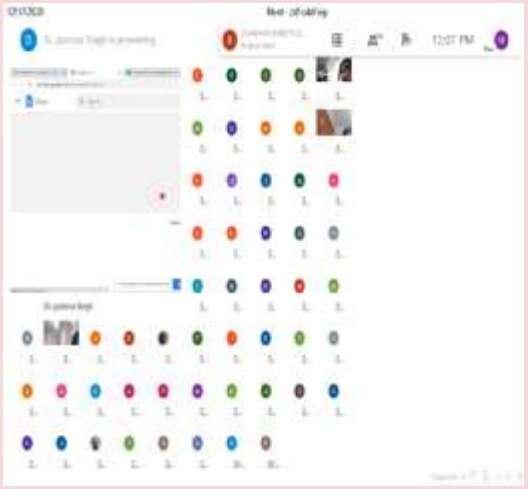
Method of Assessment of Participants:

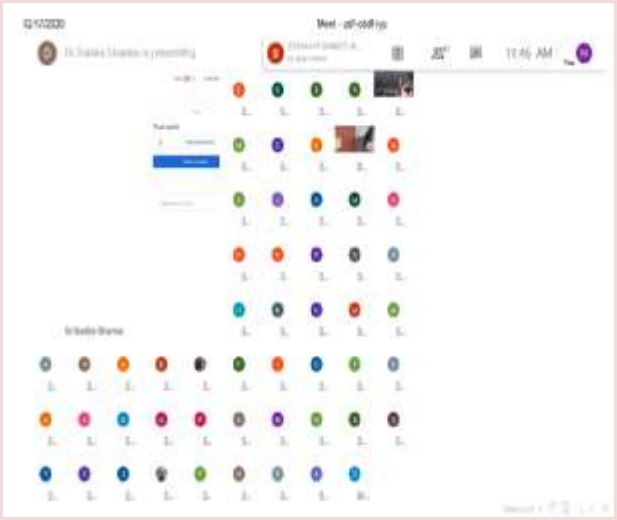
1. Google classroom was created using Gsuite ID and all students were asked to join the class using their Gsuite ID only.
2. For each session one or two assignment were given based on application of tool which all students needed to submit within due time.
3. Feedback form was also posted in the form of Google form on Google classroom itself, which they need to access and fill.

Feedback from Participants regarding the event:

Students showed a good indulgence towards this SDP. They feel that after attending this SDP their knowledge about ICT tools have improved. Students are enthusiastic towards learning more ICT tools and having more such SDP in future. They want to expand their knowledge. They showed their inquisitiveness to learn more ICT tools like graphic design, Podcast, Paxilabs etc. Google classroom, Google meet, Google doc like topics were the most preferred topics among students.







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MATHEMATICS DEPARTMENT

Name of the Program: Skill Development Program II

Organized By: Department of Mathematics

Objectives:

- To prepare students for online classes,
- To make them comfortable in using ICT tools for better interaction amongst each other and among the teaching faculty for an improved learning experience

Course Coordinator: Dr Seema Khurana

Duration: 3 Days, December 17-19, 2020

Number of Participants: 80

Profile of Participants:

B. Sc. (H) Mathematics 1st Year

B. A. (Prog.) Mathematics + Economics 1st Year students

Program Schedule:

December 17, 2020 11:00 to 13:00 Hrs.	Google Tools	Dr Neha Bhatia
December 18, 2020 11:00 to 13:00 Hrs.	Microsoft Teams	Mr Naresh Kumar Kodam
December 19, 2020 11:00 to 13:00 Hrs.	Learning Mathematica Software remotely form from Smart phones / Laptops	Dr Vikas Dhaka

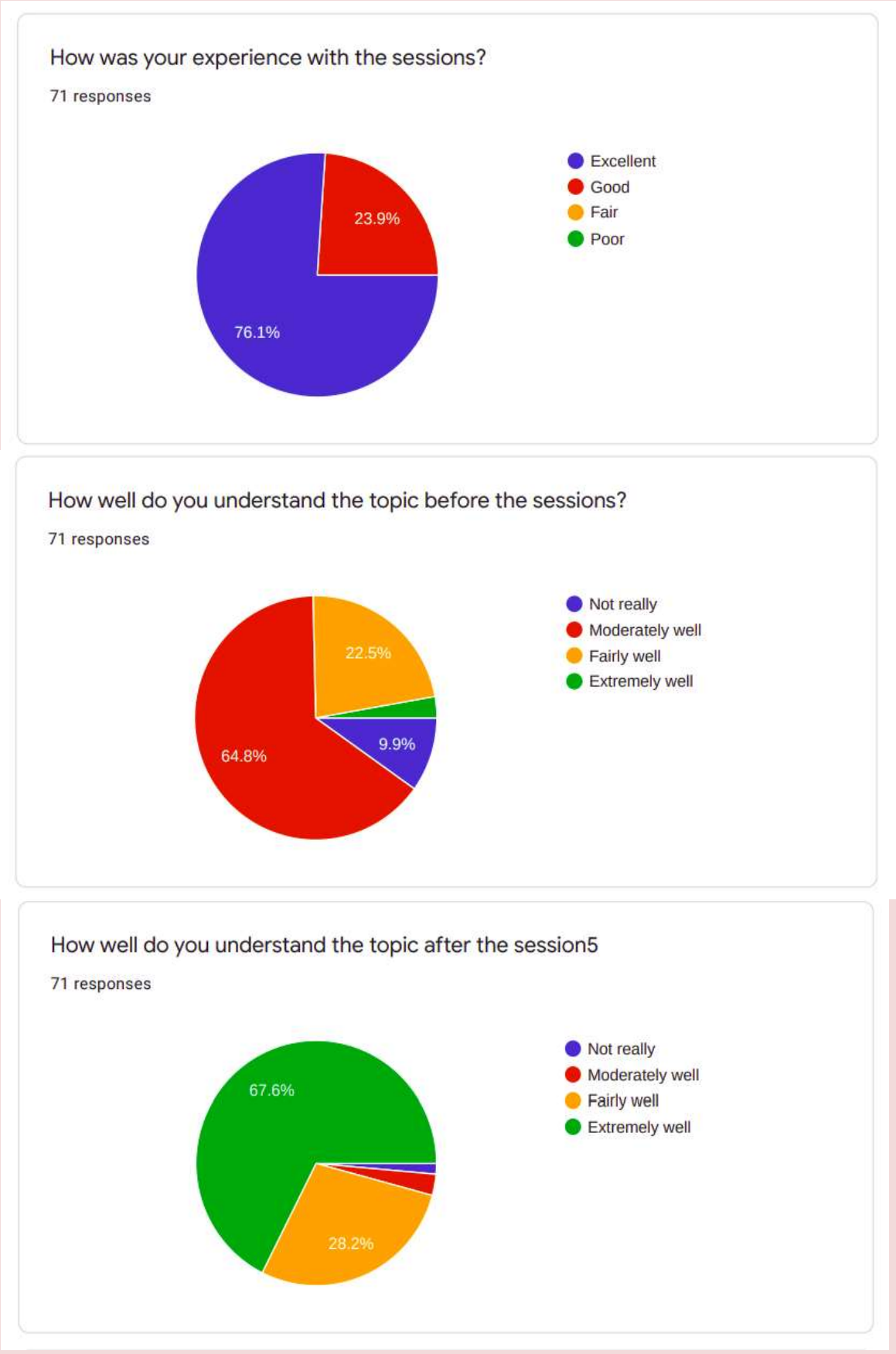
Method of assessment of Participants:

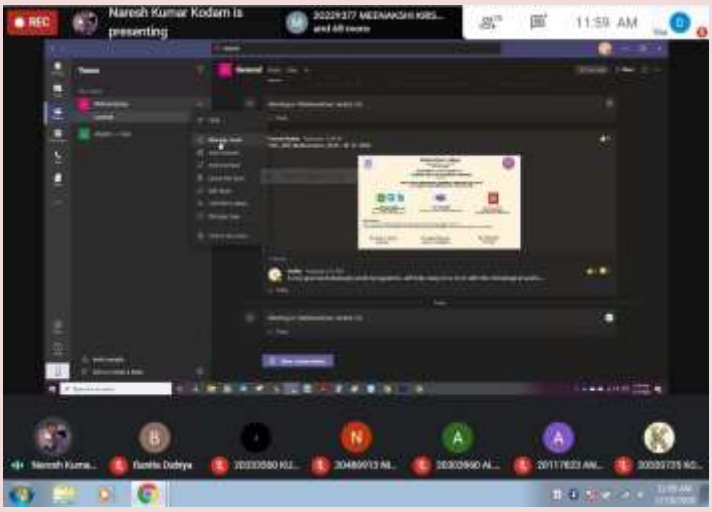
Through Questionnaire (MCQ and Short/Long Answers through Google forms) on the training imparted in each session

Feedback from Participants regarding the event:

About the Session			
Extremely Helpful		Helpful	
69%		31%	
How well do you understand the Topic before the Session			
Extremely Well	Fairly Well	Moderately Well	Not Really Well
2.8%	22.5%	64.8%	9.9%
How well do you understand the Topic After the Session			
Extremely Well	Fairly Well	Moderately Well	Not Really Well
67.6%	28.2%	3.0%	1.2%
Overall Experience			
Excellent		Good	
76.1%		23.9%	

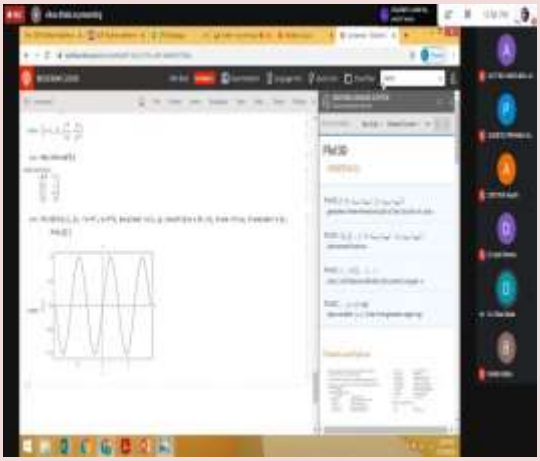
Assessment Feedback Charts:




Naresh Kumar Kodam is presenting
11:59 AM

Wolfram Cloud App (Android/iOS)
Wolfram Cloud Web

Naresh Kumar Kodam is presenting
11:42 AM
Meet in Microsoft Team
In Microsoft Team - Meet, We have the following...
We can start instant/schedule meeting with Meet with in Team.
Recording* is premium feature.
Every meet has 60 minute limitation, premium may be more than that.
We can share meeting link, We can invite people via email and via sending invitation.
We can chat in meeting with conferencing, Sharing Files, Emojis, Giphy, Stickers, Praise and etc. We can Raise Hand (reduces lots of noise).
Share Tray to share Desktop Screen, Whiteboard, White Board, Meeting Notes – Manage Permission.
We can take meet attendance and can export to as MS Excel Sheet.



Naresh Kumar Kodam is presenting
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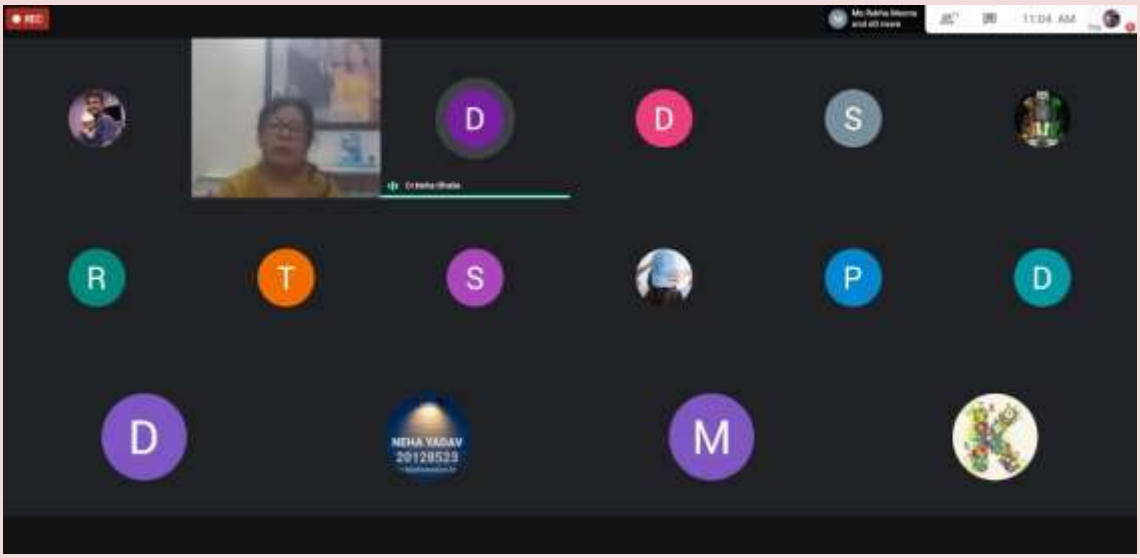
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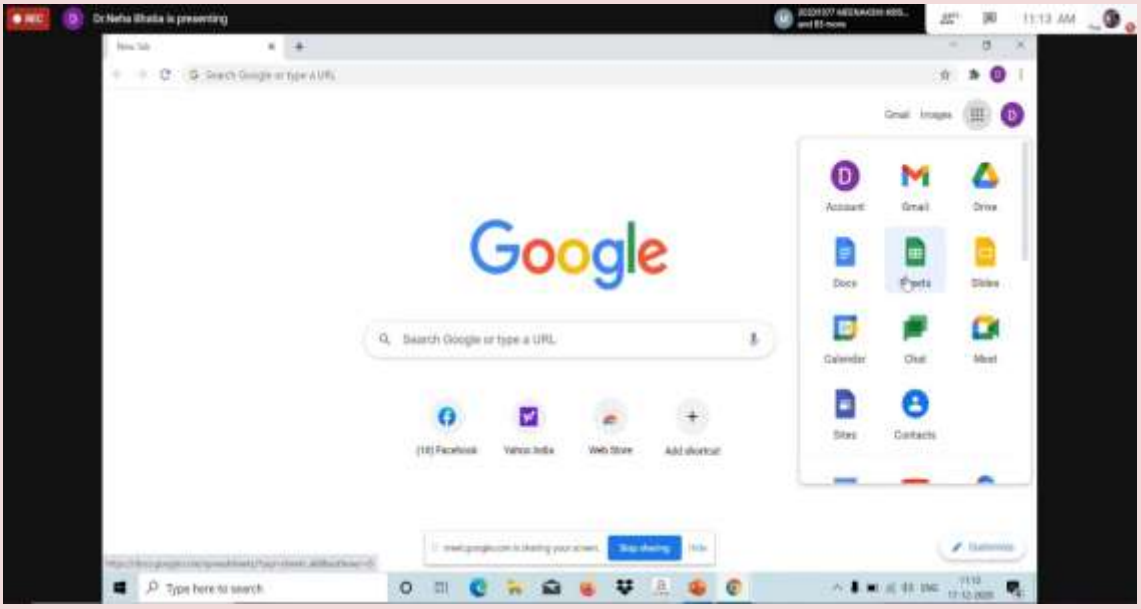
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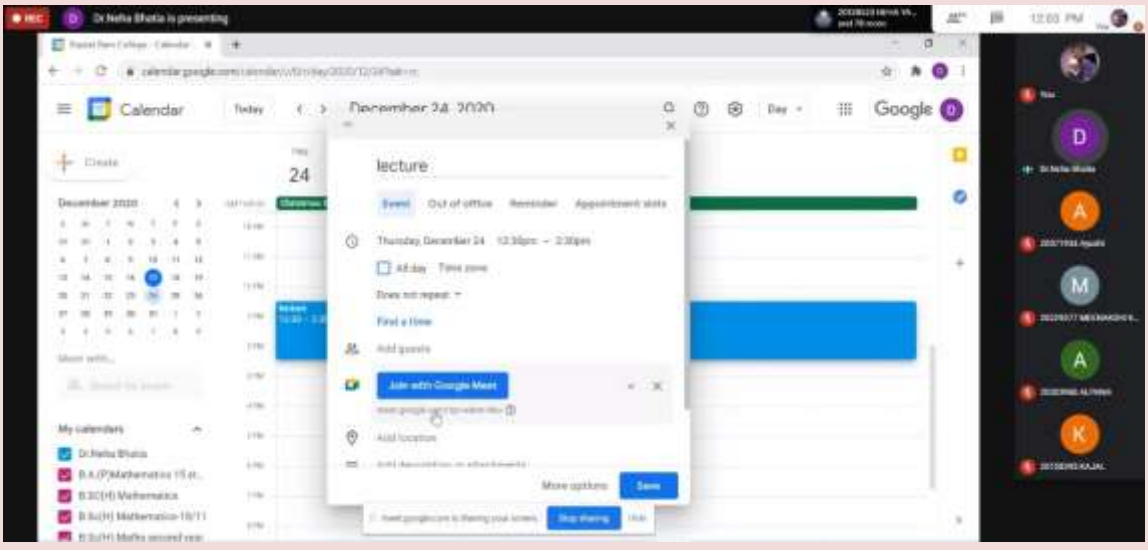
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Philosophy Department

Name of the event: "3 Days E-SDP: Enhancing Learning through ICT Tools" organized by the Department of Philosophy, Daulat Ram College.

Objectives:

- To familiarize the students with the essential platforms for e-learning in the post Covid scenario.
- To train students in internet tools like, GSuite and its features, like, google meet, google drive, google forms, google docs, google sheet, google calendar, google classroom, Jamboard and others.
- To enhance their accessibility of e-resources like, e-learning platforms, e- courses, e-lectures, journal articles, e-books and others. Expose them to concepts of plagiarism, copyright, creative commons, public domain and others.

Course Coordinator: Dr. V.Sujata Raju, Teacher-in charge, Department of Philosophy

Duration with Dates: 11:00 am - 01:00 pm from 17th December'2020 - 19th December'2020

Number and profile of participants (from/outside DRC): Faculty Members: 06 Students: 74

Program Schedule (with title of sessions and speakers/resource persons):

Day 1:

Session 1: G-Suite and its application: Google Drive, Google Calendar and Google Meet

Resource Person: Dr. Sonia Mehta

Session 2: G-Suite and its application: Google Form, Google docs and Google sheet

Resource Person: Dr. Sonia Mehta

Day 2:

Session 1: Google Classroom: Joining through Institutional Domain Id, Assessing Course Material, Answering a Question and Making a Comment

Resource Persons: Dr. Tarang Kapoor and Ms. Shyamalima Borgohain

Session 2: Google Classroom: Assessing and Submitting Assignments and Rubric

Resource Persons: Dr. Monica Prabhakar and Dr. Vidhu Jain

Day 3:

Session 1: E-Resources and Copyright issues.

Resource Person: Dr. Tarang Kapoor

Session 2: Basic features of Google Docs and Jamboard

Resource Person: Ms. Shyamalima Borgohain

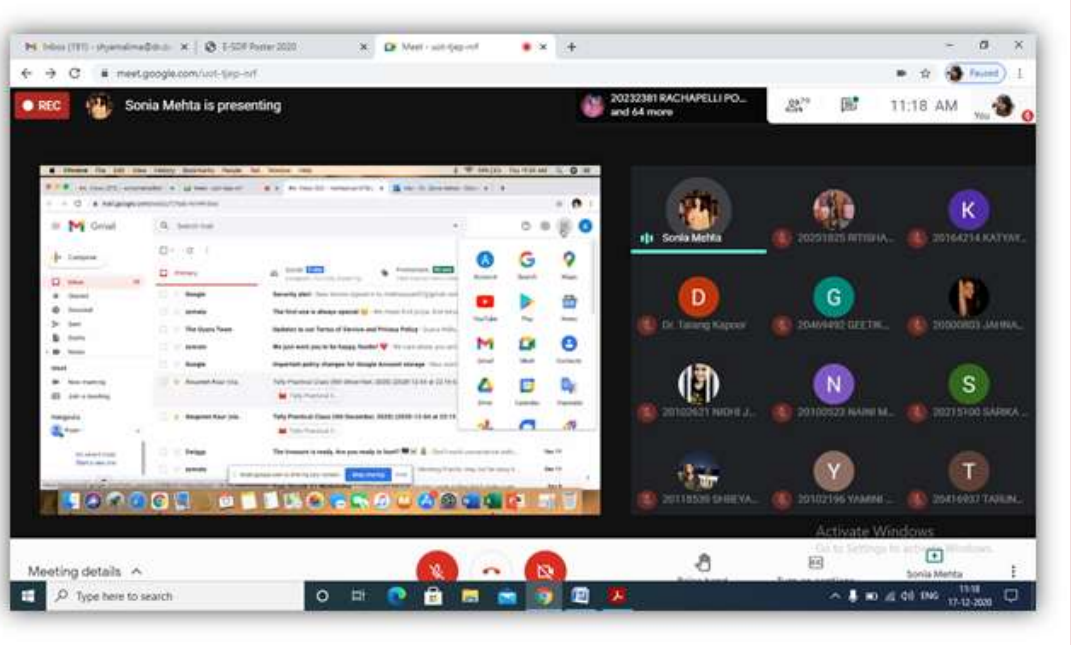
Method of Assessment of participants, if any:

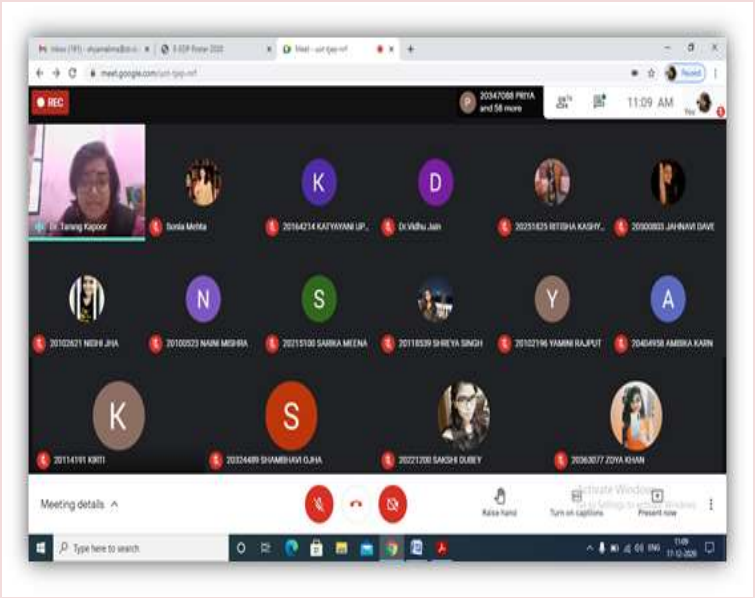
Students were assessed through assignments each day, which were submitted through google forms. On Day 1, they were asked to attach a screenshot of a folder with documents in their google drive. On Day 2, they were asked to join a google classroom, turn in an assignment and upload the screenshot of the submission page. On Day 3, they created a new Jamboard and added a text, image and sticky note on it.

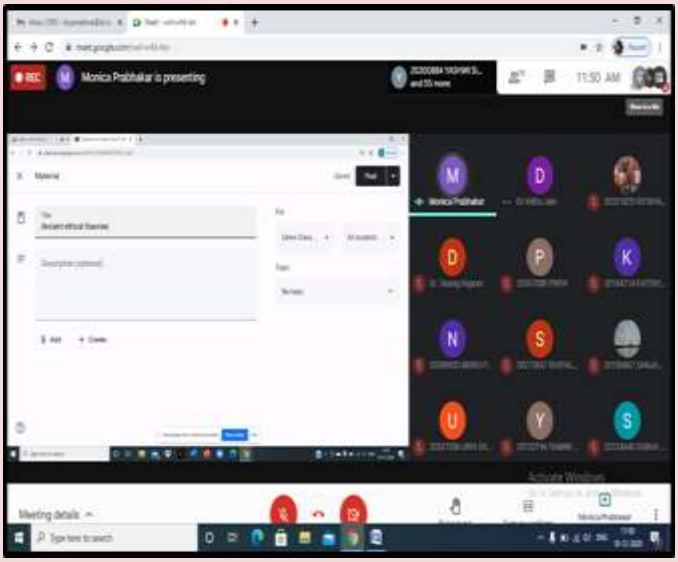
Feedback from participants regarding the event (compiled and summarized):

The workshop witnessed attentive and enthusiastic participation. The Student Development Program required students to participate in the hands-on training at every step. The sessions were interactive. At the end of three days program students were required to fill a feedback form. All the students are satisfied with the content and learning in the E-SDP. They would recommend the SDP sessions to other students and were demanding more such sessions. Also, they expressed their curiosity for more such E-SDPs. Some areas which were suggested by the students are, public speaking, interpersonal interactions, detailed sessions on internet e-resources, other online communication tools and mechanisms, more information on accessibility through phone apps, learnings on physical and mental compatibility during COVID times.

Few Photographs







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Dr. Tarang Kapoor

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Physics Department

Name of the event: 3 days in-house skill development program (e-sdp) "enhancing online learning through ICT tools", under the aegis of IQAC, organized by Physics Department, Daulat Ram College

Objectives:

1. To enable and facilitate the transition of students from physical modalities of learning to the virtual workspace.
2. To develop familiarity and ability with the various options available for technical assistance -Gsuite, Google Classroom, Microsoft Excel, Power-point, various add-ons etc.
3. To develop skill and enhance scope of discipline specific resources made available to students.

Course Coordinator: Dr. Neetu Agrawal, Physics Department, Daulat Ram College

Duration with Dates: 17th -19th December, 2020 (11:00 AM to 1:00 PM each day)

Number and Profile of participants: 50 students of B.Sc. (H) Physics Ist year participated actively.

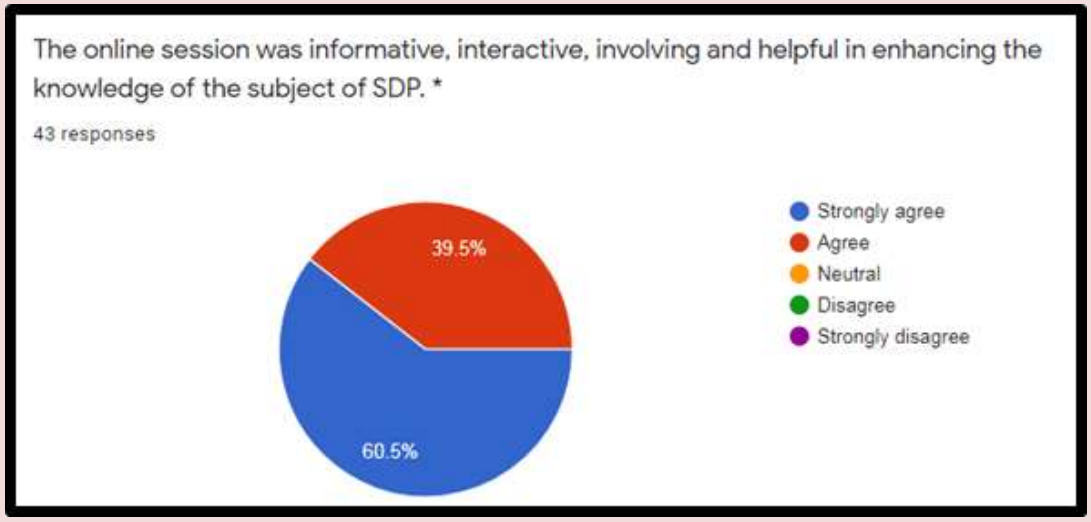
Program Schedule:

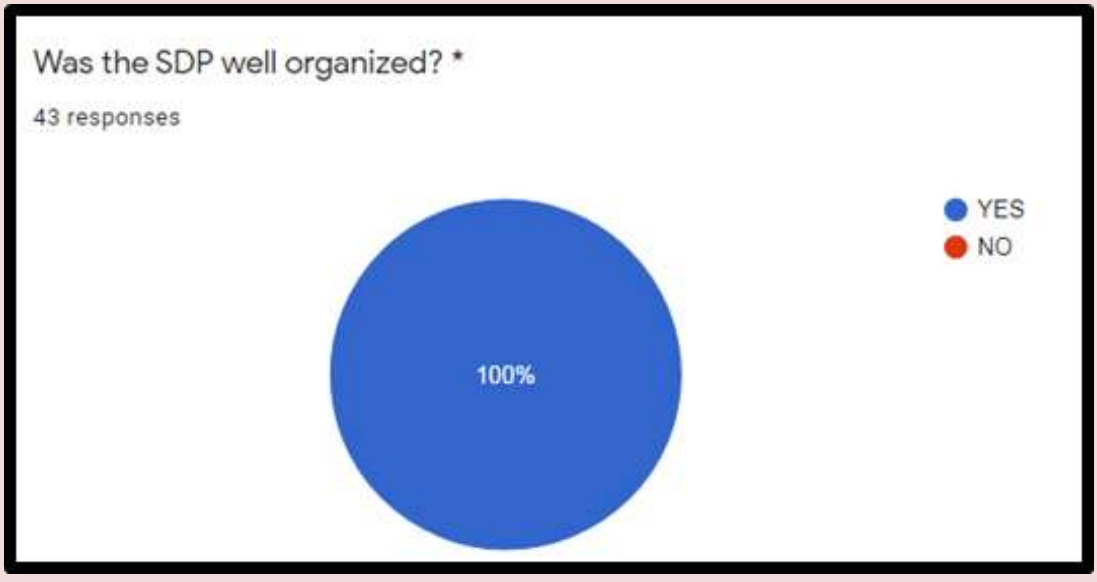
S.No.	Name of the Resource Person	Date	Session
1	Dr. Disha Wadhawan	17-Dec-2020	11:00 AM -01:00 PM
2	Ms. Jyoti Chauhan		
3	Dr. Shefali Jain	18-Dec-2020	11:00 AM -01:00 PM
4	Dr. Neeru Sehdev		
5	Dr. Omwati Rana		
6	Dr. Onkar Mangla	19-Dec-2020	11:00 AM -01:00 PM
7	Dr. Tarun Choudhari		

Method of assessment of participants: Quiz on each of the three days using Google form.

Feedback from participants regarding the event:

Feedback form was circulated at the end of the concluding session. The e-SDP was very well received by all participants. A summary of feedback from the participants is as attached:





Please give overall feedback and provide suggestions on improving future sessions.

43 responses

This program was very helpful for me and it will definitely help me in future . The session need no improvement it was excellent.Thank you

Session is very good

Sessions are very useful

The whole session is really appreciable.. Really like the way you all taught us and clear our doubts..

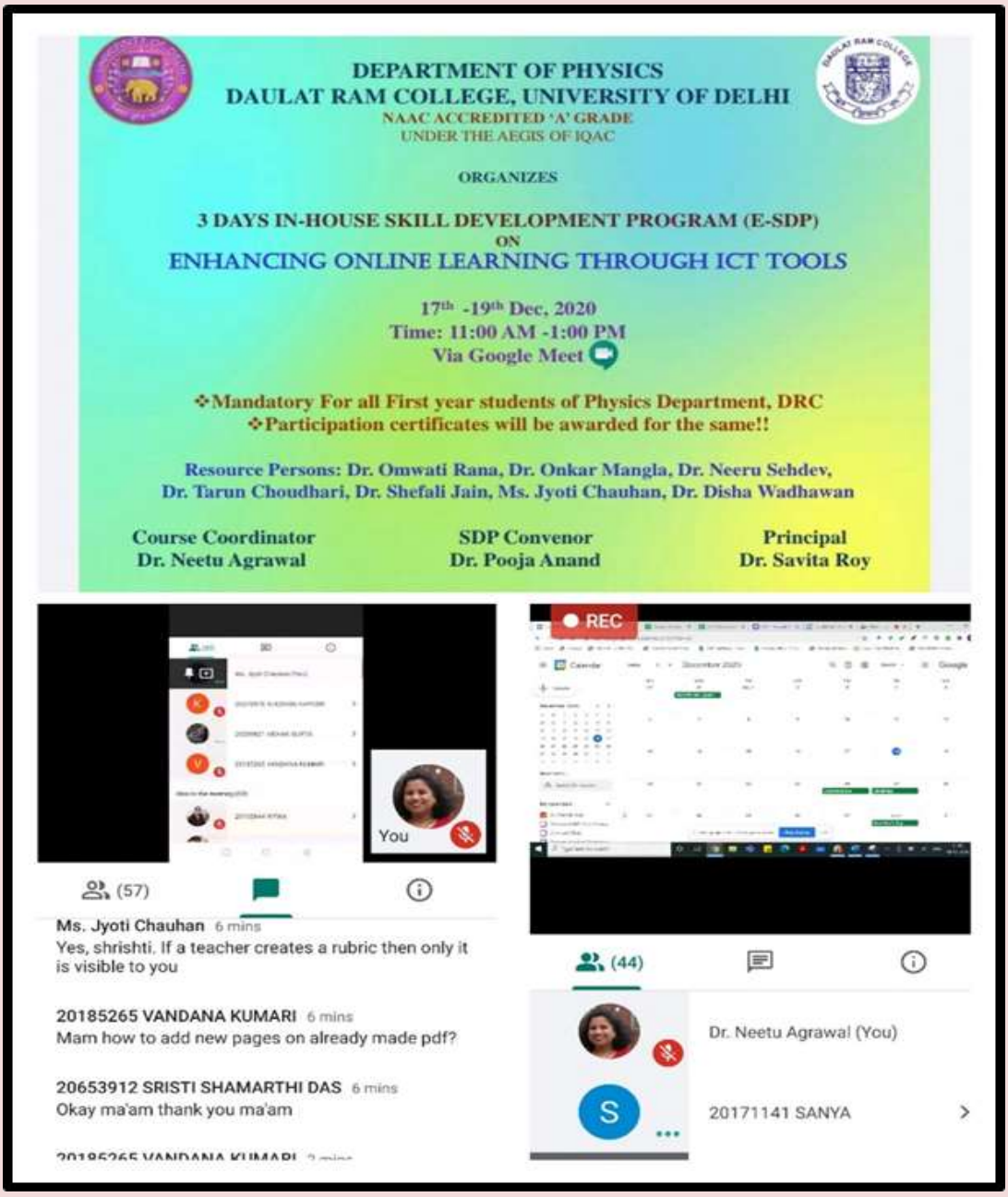
The SDP session was informative.

SDP is very good. Productive, useful and gained new information. Particularly enjoyed group discussion.

The complete 3 days session was quite helpful. I learnt quite a new things. Thank u teachers.

Can we given some practice topics/tasks so that we may explore more and more?

A few photographs-



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Political Science Department

Published by: Department of Political Science (First Year)

Name of the event: SDP on "Basics of Online Class Tools"

Dated: 17-19 DECEMBER

Timing: 11AM to 1 PM

Objectives: To teach students about various freely available ICT tools required for online teaching learning process in this pandemic situation.

Course Coordinator: Ms. Manjula Rath

DATE	AIM AND OBJECTIVE	RESOURCE PERSON
17 th DECEMBER 2020	Introduction to G-Classroom and G-Meet	Dr.Deepak Bhaskar
18 th DECEMBER 2020	Workshop on scanning and uploading files	Ms.Raman Arora (English medium) Dr.Madhu Damani(Hindi medium)
19 th DECEMBER 2020	Workshop on installation and use of Google Extensions	Ms.Raman Arora (both Hindi and English medium)

Number of participants: 130 students from Political Science Hons. (English and Hindi medium) and BA programme students Attended this session.

DAY - 1

The workshop was headed by Ms.Manjula Rath with Dr.Deepak Bhaskar as the Resource Person. The workshop began with a brief introduction given by Ms. Manjula Rath in which she spoke about the importance of Technical Know - How in the 21st century. This introduction was

followed by a presentation by Dr. Deepak Bhaskar. He cited different functionalities of google classroom as an E-learning platform. He explained the online study mechanism starting like How the study material and quizzes are provided to students as well as how to upload assignments and attend classes on google meet. This informative workshop was completed with a doubt solving session at the end.

DAY 2

The session on day 2 of the workshop schedule was taken by Ms. Raman Arora as the resource person for English medium (11:00am-12:00 pm) while the resource person for Hindi medium (12:00pm-1:00pm) was Dr. Madhu Damani. The session two of the workshop was centered around the method of scanning and uploading assignments. In the session different applications used for scanning were discussed such as Adobe Scanner, Office lens; following which guidelines for a scanning were discussed. The session came to an end with a question-and-answer session.

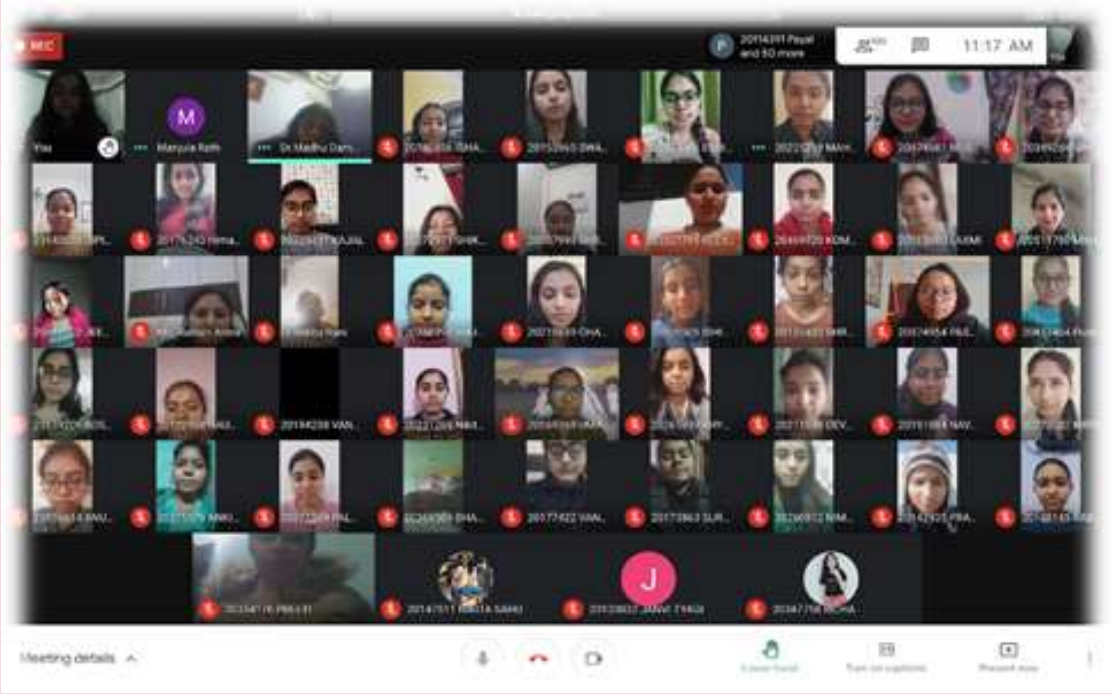
DAY 3

The session on day 3 of the workshop was taken by Ms. Raman Arora as the resource person for both Hindi and English medium. The purpose of the session was to discuss different types of google extension, the process of installment and their use for academic purposes. during the session extensions like OneTab, Extensity, Mercury Reader and many more were discussed. The session was completed with an activity in which student participants installed extensions and also spoke of their experience with different extensions which they have used earlier.

The 3-day long workshop which aimed for bridging the virtual and physical gap came to a successful end with an interactive session along with a quiz and feedback session.

GLIMPSES OF WORKSHOP

jht-rpvj-wcx
REC
Dr.Madhu Damani
27 others


REC
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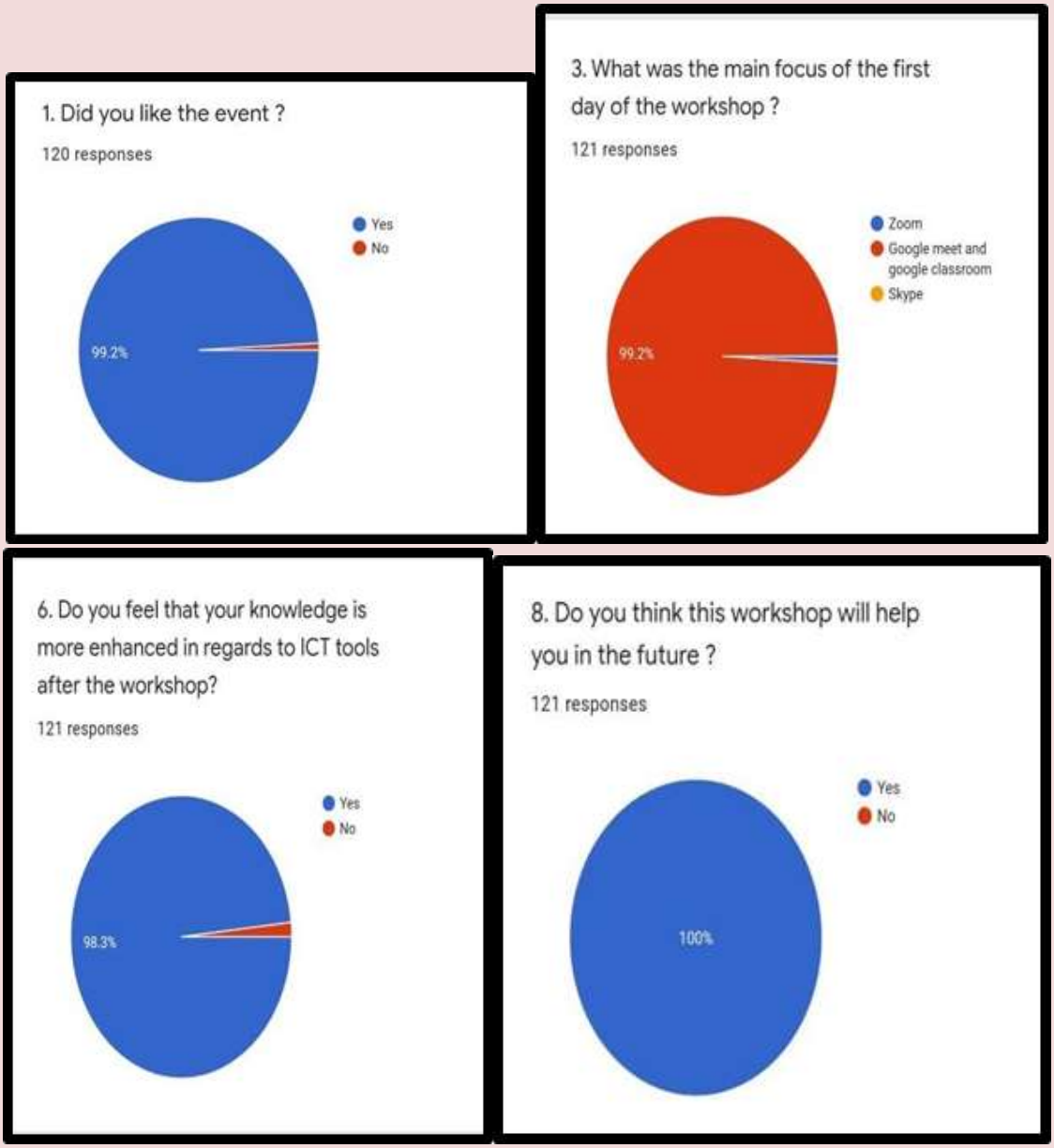
Meeting details

FEEDBACK BY STUDENTS



METHOD OF ASSESSMENT

The Quiz was made by Ms. Raman Arora. Quiz based on various Google Chrome Extensions were given to participants for assessing their learning outcome. Quiz included objective questions as well as one question based on practical application. Students participated wholeheartedly & submitted all the quiz questions including one practical oriented question by uploading their respective files and the same was assessed by respective resource person.

Overall 115 students submitted the quiz

Average Score = 8.77/ 10 points

Median Score = 9/ 10 points

VOTE OF THANKS

At the end of the Program vote of thanks was given by Dr. Rekha Rani to Respected Principal ma'am and SDP convenor Dr. Pooja V. Anand, Course coordinator Ms. Manjula Rath for their guidance and support. She thanked Dr. Deepak Bhaskar, Ms Raman Arora and Dr. Madhu Damani for their presentations. She also thanked all the teachers of the Department, Dr. Moitree Bhattacharya, Ms. Smita Yadav, Dr. Shivali Aggarwal, Dr. Aarti for their cooperation, support, and presence.

At the last she thanked all the students for making this programme successful and memorable.

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Psychology Department

Objectives

The Program entitled *'ICT Tools for Online Learning* 'was undertaken as a part of the In house Skill development initiative to familiarize newly admitted students onto the digital mode of learning. The objectives of the program were to enable and facilitate transition of students from physical modalities of learning to the virtual workspace. To develop familiarity and ability with the various options available -G-Suite, Classroom, Microsoft Teams, MS Excel etc. Develop skill and enhance scope of discipline specific resources available in the Psychological sphere.

Course Coordinator: Dr Sandhyarani Hawbam

Resource Persons: Dr. Kshitija Wason and Dr. Deepesh Rathore

Duration with dates: 17-19 December, 2020.: Time 11:00 A.M to 1:00 PM

Number and Profile of participants: The Program consisted of 41 enrolled students of BA Hons Psychology 1 year, of whom 39 logged in using Institutional id's on Google meet.

Program Schedule

Date	Time	Course	Topics covered	Resource person
17/12/2020	11:00 am to 1:00 pm	B.A. (H) Psychology	Google Classroom, Drive -Basic functionalities : Joining Classes, Attendance, Meet and other functionalities	Dr. Kshitija Wason and Dr. Deepesh Rathore
18/12/2020	11:00 am to 1:00 pm	B.A. (H) Psychology	Microsoft Teams, Google Jamboard, Interactive Apps like Pear Deck	Dr. Kshitija Wason
19/12/2020	11:00 am to 1:00 pm	B.A. (H) Psychology	Google Form : Making and sharing Google Sheets, Graphs, Apps like Easy Bib, Form Limiter	Dr. Deepesh Rathore

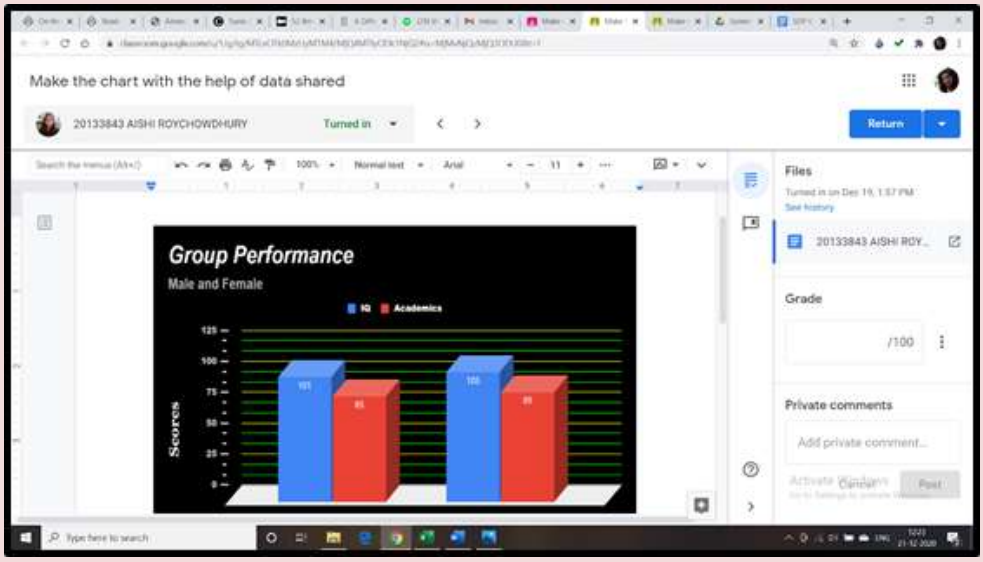
Method of Assessments of Participants

Each day there were assignments to check on the students' progress with the add-ons and technologies. A few snapshots of the submitted assessments using various addons, google docs/slides add-ons.

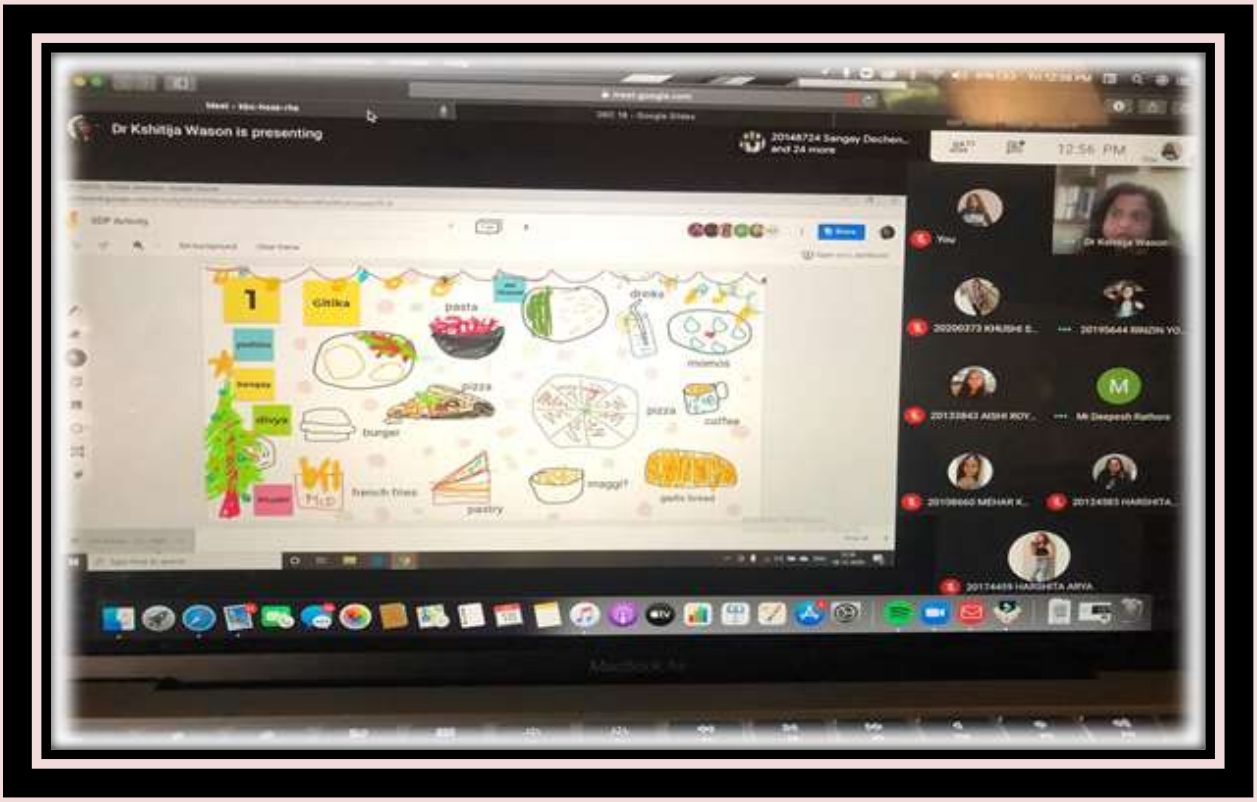
Google Docs-Add ons- Word Cloud Generator

Use this add-on to quickly assess what your emerging theme is, how to best categorize your document, or if it is someone's else's document - find out the theme of the document without reading it.

Google Sheets: The students showed individual learning through homework assignments and collaborative learning through class activities run in SDP

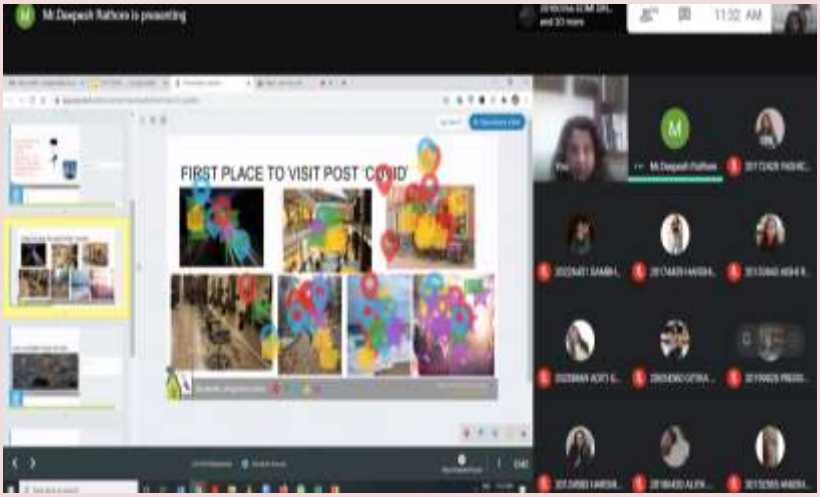


Google Jamboard: Built into G-suite and G-Meet, it allows the classroom experience of collaborative learning -The students worked in pairs of ⅔ and made their favorite foods as an ice breaking exercise in getting to know each other.



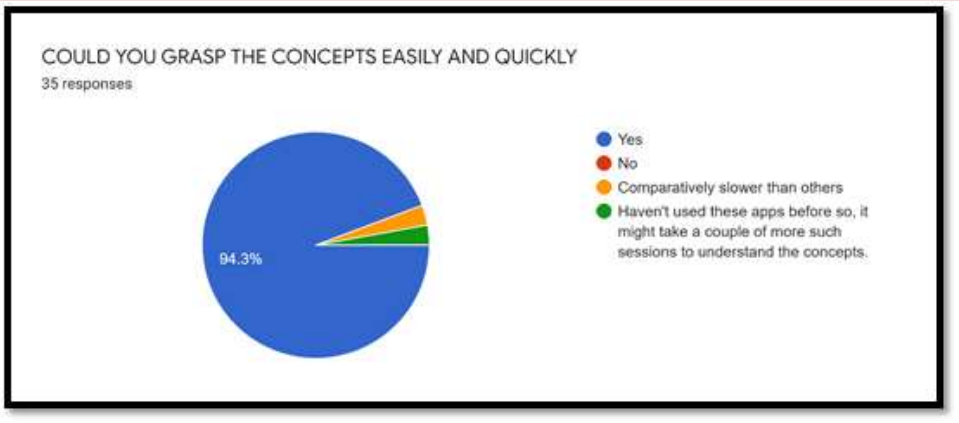
The students worked real time collectively on Interactive Apps like Jamboard during SDP which enabled them to envisage possibilities of collaboration despite geographical distances.

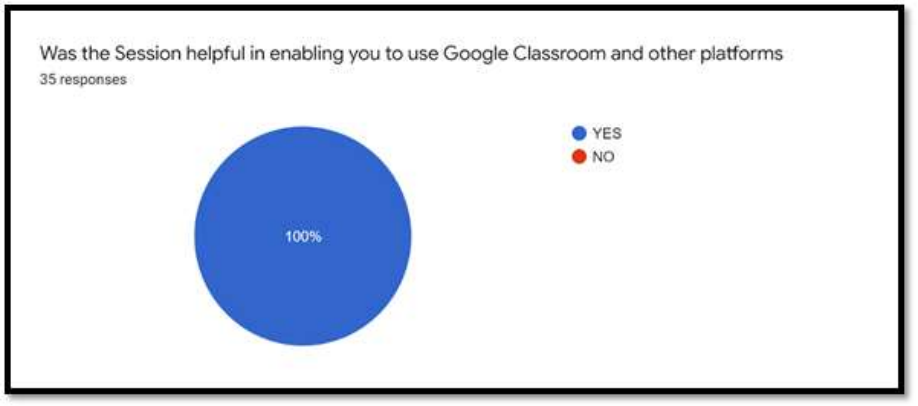
<u>Pear Deck -</u> ***An interactive, immersive app allowing real time interaction during class***



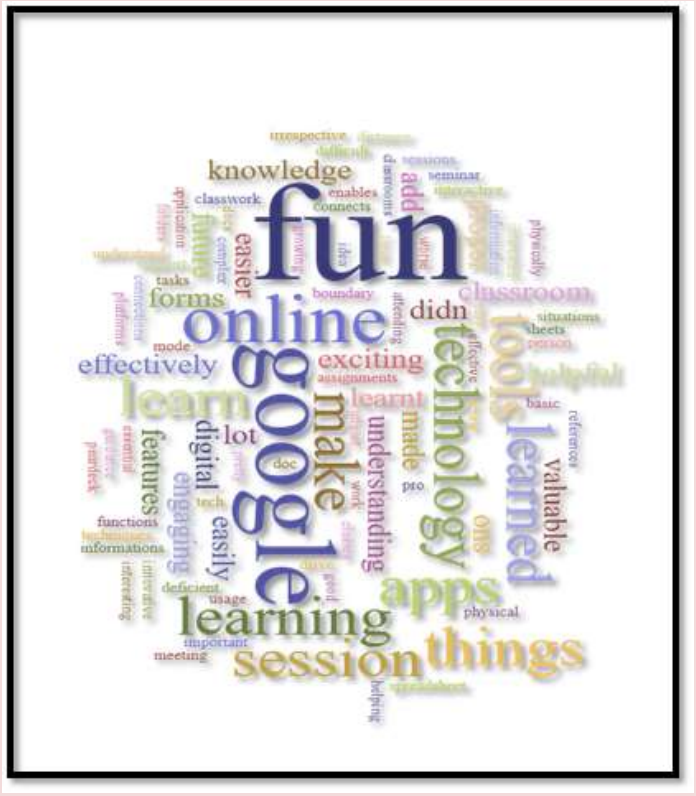
Feedback from Participants

The E-SDP was conducted for three consecutive days, each day for 2 hours. 39 students attended these sessions. The students found sessions to be quite informative and helpful. Feedback was elicited from students through a google form, diagrammatic responses on which are as follows:



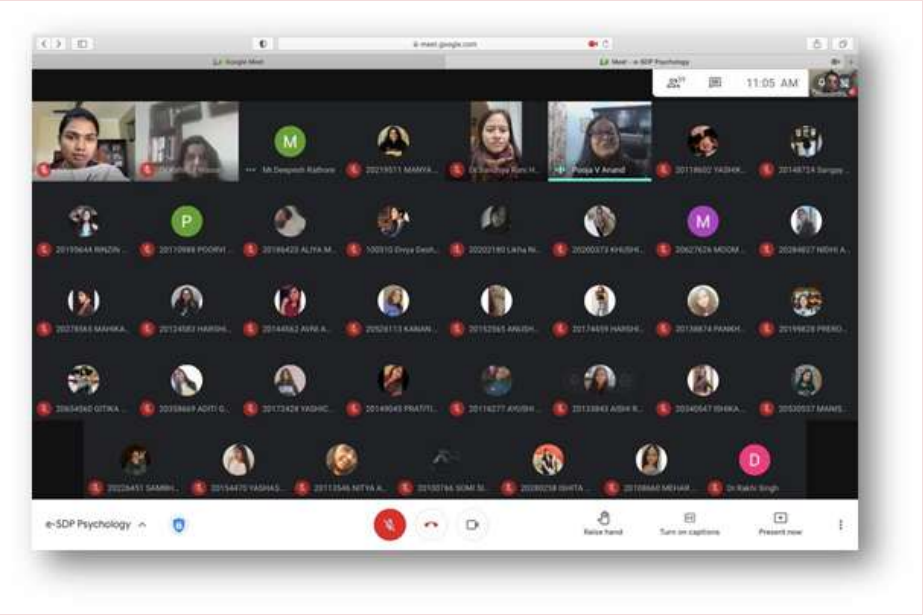


A word cloud of qualitative responses on ***'one valuable takeaway'*** from the SDP is depicted below, the students found online mode could also be fun and informative, assuaging their concerns of remote learning. Technology snags being the only issue that cropped up.



The eSDP was an endeavour to create and facilitate this transition to digital learning mode successfully for the newly admitted students and make them receptive to learning even remotely. In their words :

Some ***Snapshots of the Session*** where the Convenor of In house Skill Development Dr. Pooja V. Anand and Course Coordinator Dr Sandhya Rani Hawbam welcomed the students:



The E-SDP was a foray into how technology can be a true enabler in connecting and providing the platform in these times of change. The three day workshop provided training into how to collaborate and work as a team remotely. The opportunity for skill development in using these functionalities for education was highlighted.

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Sanskrit Department

First Day Program Report:

A Programme was organized on 17 Dec, 2020 from 11:00 am to 1:00 pm by the Sanskrit Department of College. It was inaugurated by the Principal, Dr. Savita Roy. After everyone was welcomed, Manglacharan was organized before starting the program by a student K.M. Pooja. The teacher in charge of Sanskrit Department Dr. Sharda Gautam gave the information about the topic, and Senior teacher, Dr. Kamna gave a motivational speech on the topic. The purpose of the program was to teach the student's about ICT tools through online classes. The ICT tools are the largest technology or devices and concepts used in Information and Communication Technology among student's to teacher interaction. (e.g., social media, computers, tablets, projectors and other apps.).

Resource person Dr. Saurabh, started off by giving information about ICT tools and discussed social media as a platform where many peoples are connecting because of COVID-19. He also provided information about MS word, MS powerpoint, MS excel and Microsoft Teams. Online classes were discussed as well in this program because the children had many problems in online classes.

Next the second resource person, Mr. Ravi Kumar Meena discussed about technology and how to type Sanskrit language in software. The special code for Sanskrit is Unicode and is used to save time. They prepared the font by repairing a letter and provide many fonts for English also. In Devanagari Unicode, it is written from right to left and left to right and in some form top to bottom. Many such languages and how can we type them were also taken up. Baraha is a word processing application for creating documents in Indian languages. Baraha program was developed in 1998. Any language in barahaPad can be changed thus, the baraha programme was discussed so that students can change many languages. After this the queries of the children were asked. Then Dr. Shashi Sharma told some things about the technology. Lastly, the teacher in charge of Sanskrit department Dr. Sharda Gautam described about that topic. The program ended with peace path.

Second Day Program Report:

The Teacher in charge of Sanskrit department Dr. Sharda Gautam explained the day's programme and thanked all the teachers that joined us in this program. Ma'am enhanced the program with her blessings. The purpose of this programme was to make students aware of online internet technology in details. The first resource person Dr. Saurabh gave information about Google Classrooms and Microsoft Teams. He discussed google classroom, how assignments are posted, and how online classes are conducted. He also discussed about the MS teams. Microsoft

teams is persistent chat-based collaboration platform complete with document sharing online meeting and many more useful features for business communications.

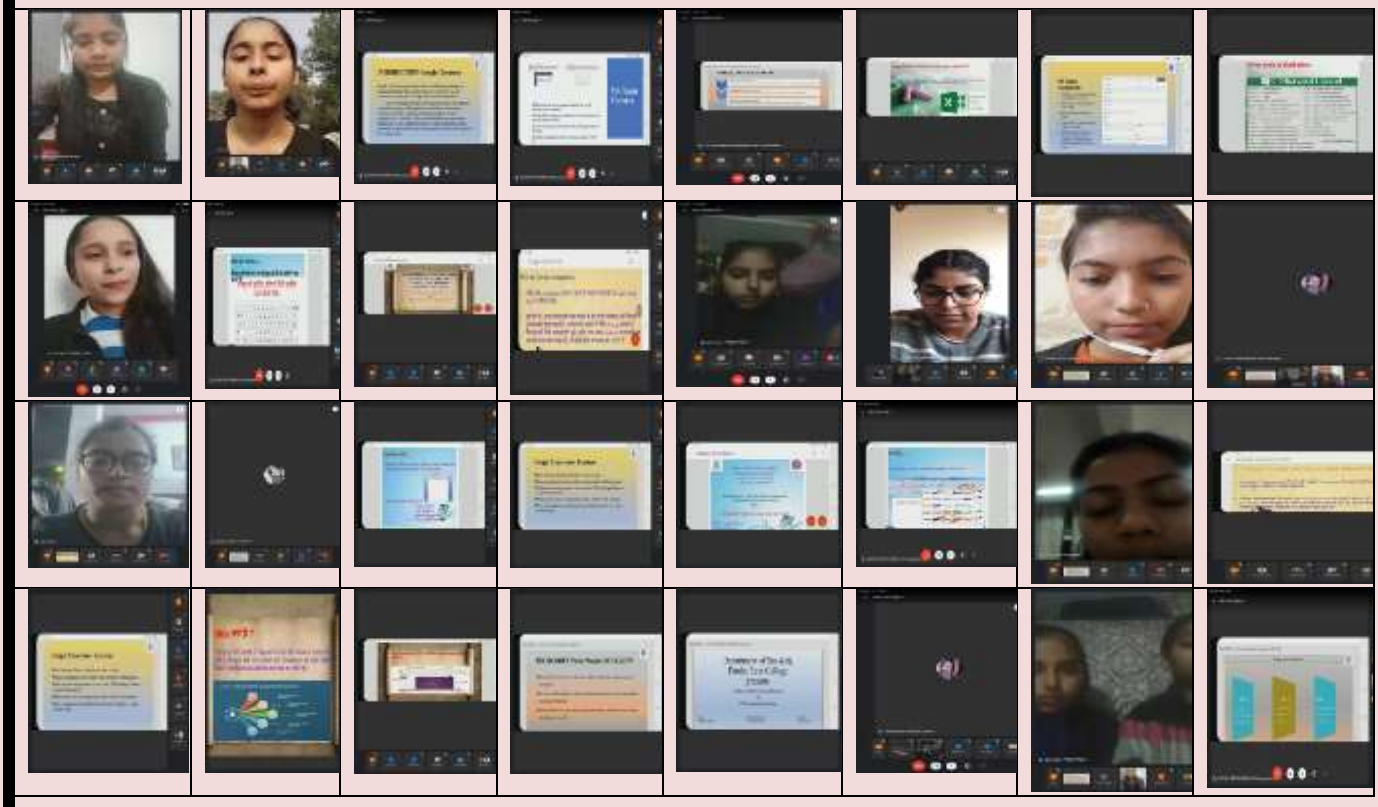
Then, second resource person Mr. Ravi Kumar Meena gave information about online technology, he talked about Sanskrit documents websites. All Sanskrit information is available in it. Any pdf can be downloaded on these websites, also all types of books in any language can be found. He further elaborated about many similar apps like open Pathshala, Sanskrit dictionary, Amarkosh etc. He also mentioned that through apps like YouTube, students can understand many things. Students can get a lot of Sanskrit information from **sanskrit.jnu.ac.in** and IGNCA. Also, information for music students was provided like telling them about many apps. Next, the senior teacher of our college Dr. Shashi Sharma said some words about the online technology and the enthusiasm of students increased for the internet. Lastly, Dr. Sumita Chakarborty thanked Mr. Saurabh and Mr. Ravi Meena for giving us all this information and Dr. Sushma Devi thanked all the teachers. The program ended with peace path.

Third Day Program Report:

The last day of the Skill Development Program which was done by the Principal, Dr. Savita Roy for the department's benefit. The teacher in charge of Sanskrit department, Dr. Sharda Gautam started the programme by thanking all the teachers for joining our association in this program. She explained in detail about this topic and welcomed everyone with her loving words. The purpose of this program was that all the students can know and use online technology.

Next, resource person Mr. Ravi Kumar Meena elaborated about the technology. New information was introduced every day and today the ways to use online technology was taken up. Today information about Microsoft word and Microsoft office was given and they were explained in detail going over all functions of MS word and MS office. Students were explained that MS Word is a graphical word processing program that users can type with and it was made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents. Then, MS office was discussed in detail and explained that it is a collection of office - related applications. Each application serves a unique purpose and offers a specific service to its users. The baraha software was further elaborated in detail today. MS PowerPoint was taken up and it was stated that it is a presentation program. Then, MS excel was discussed and how it is a spreadsheet program included in the Microsoft office suite of applications. Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. Dr. Sharda Gautam further described about that topic. Dr. Shashi Sharma concluded the event with her blessings. The program ended with peace path.

S



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Zoology Department

Name of the event: In-House Skill Development Programme Report, Department of Zoology, Daulat Ram College, University of Delhi

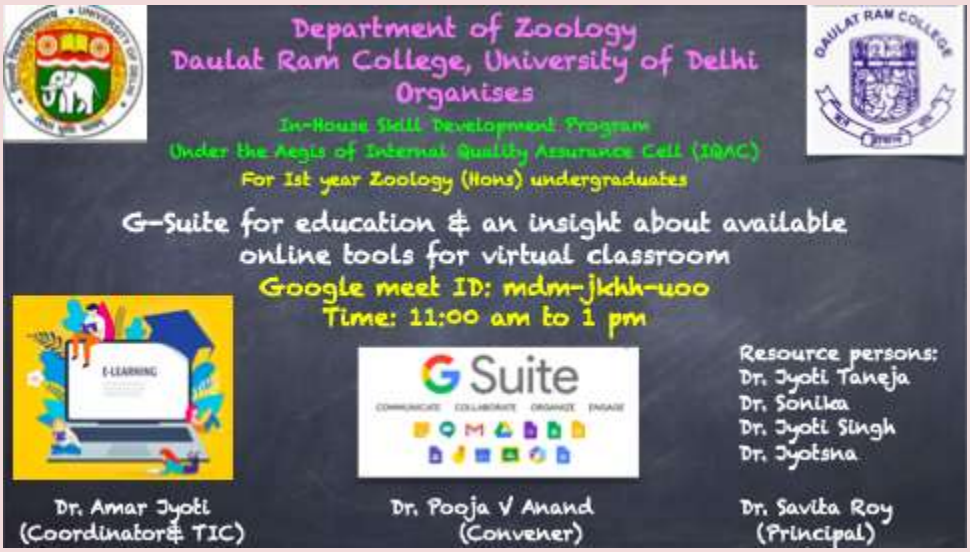


Image-1: Announcement Poster of in-House SDP, Department of Zoology DRC.

Faculties of the Department of Zoology have conducted an online in-house SDP for Zoology Honors students from 17th to 19th December 2020 from 11-1PM. The objective of this SDP was to introduce students with the Google Suite platform as well as additional online tools to facilitate teaching and learning processes during COVID-19 times. Our first-year students have no idea about online learning and many of them reported issues in attending virtual classes through google meet and joining the classroom to retrieve materials and submitting assignments. Considering this issue under guidance of Principal Daulat Ram College and Convener, Skill Development program in-House SDP was planned after approval from IQAC. As per guidelines of IQAC, SDP was started with an objective to make students comfortable using the G suite. Students have attended online sessions on google meet platform and they participated actively by completing two quizzes and more than six assignments in the classroom.

Day-1: 17th December 2020: 11AM-1PM

Session was started by Dr. Amar Jyoti with an overview, features and significance of using G suite for online learning. Students were explained the significance and privacy policies of G Suite username and password provided by the college. During the entire session, through videos,

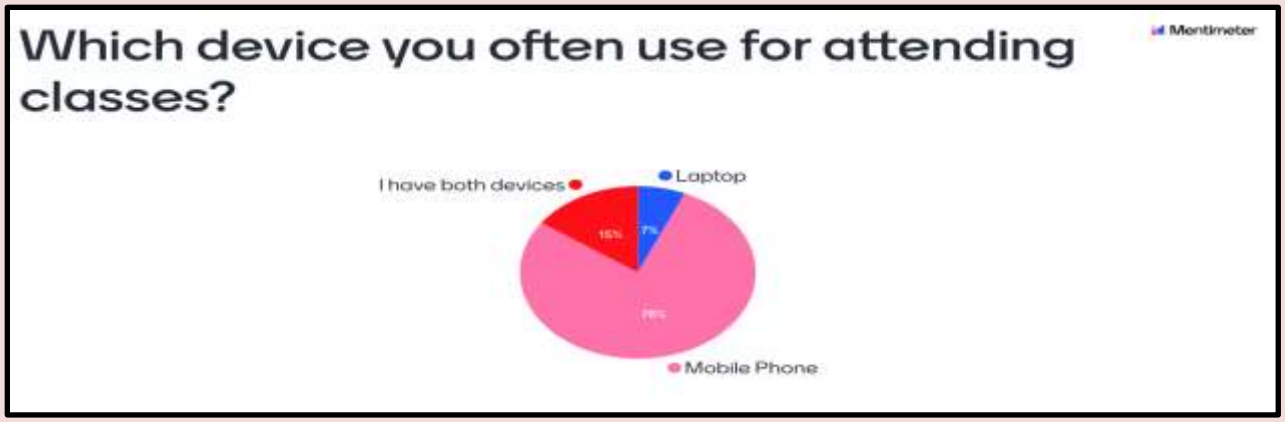
demonstrations and interactive features of Google meet, students learnt integrated usage G suite applications. They initially learnt how to create G Suite accounts and the significance of using DRC domain for email communication. They also learnt scheduling google meetings through Google calendar and present their screen using either android mobile or desktop.

Dr. Jyoti Singh started her session on Google Classroom after students learnt about the G Suite platform. Dr. Jyoti has given hands-on training to students on different features of Classroom. She has created a classroom dedicated for SDP trainees. Students have joined and learned about creating assignments, rubrics and submitting assignments. Students also learnt how to add people in groups and join classroom directly through classroom. By the end of the first day, students were comfortable using all features of google classroom and they had submitted three assignments given to them at the end of session.

Day-2: 18th December 2020: 11AM-1PM

Session was started by Dr. Jyotsna Singh, she has taken sessions on Google doc, sheets and slides. Dr. Jyotsna has explained how to use Excel or Google sheet for making relevant graphs as well as described the significance of using formulas to perform complex calculations as well as statistics. This was an important session since our students will be using G sheet software for experimental write-up and making projects which are currently a part of curriculum. Dr. Jyotsna Singh has also explained to students how to use Google documents (docs). She has shown various features of Google doc and given demonstration of voice typing features for preparing assignments. Dr. Jyoti has also explained methods for downloading and using add-on features available for Google doc. Slides & sheet. Explanations about the similarity of Google doc and Microsoft Word was also explained to them. During her presentation she had shown autosave features and Google Drive. She has described students how to share documents through drive and perform simultaneous editing. Dr. Jyotsna also demonstrated interactive learning through live Jamboard, so they learnt the benefits of using Jamboard for interactive classroom teaching and learning.

Image-2. Live feedback was received using online software Mentimeter regarding devices that our students use for attending online classes. Pi-chart shows the percentage of students using mobile phones for online studies. Hence, a session was designed to give them hands on training on using G Suite on android phones.



Dr. Sonika took another session after Jyotsna, and gave a demonstration about the mobile user interface of G suite. Students got a live demo and hands-on training about using mobile phone devices to perform day to day assignments as well attend classes. Through our assessment we came to know that the majority of our students are from small villages and towns, in fact they don't have personal computers at home. Therefore, this session was very useful for them.

Day 3: 19th December 2020: 11AM to 1 PM

Dr. Jyoti Taneja Started this session by undertaking organization of assignments and docs in google drive. She has also shown how to make best use of Google sheets for data analysis for assignments. As a classroom extension, students also learnt to create and respond to Google forms and announcements. Students were also introduced to various Chrome extensions that are available on chrome web store. They have experienced how to download and use chrome extensions for google classroom. Our students liked features of screen recording, google calendar scheduling, and small pdf extensions which can convert any file into pdf with one click. A demo of thirteen different types of useful chrome extension was given to our students. Dr. Taneja has also briefly shown online resources like pubmed, google scholar-based knowledge resources which can be used for writing projects. Students were given assignments, which they later submitted in google classroom for evaluations.

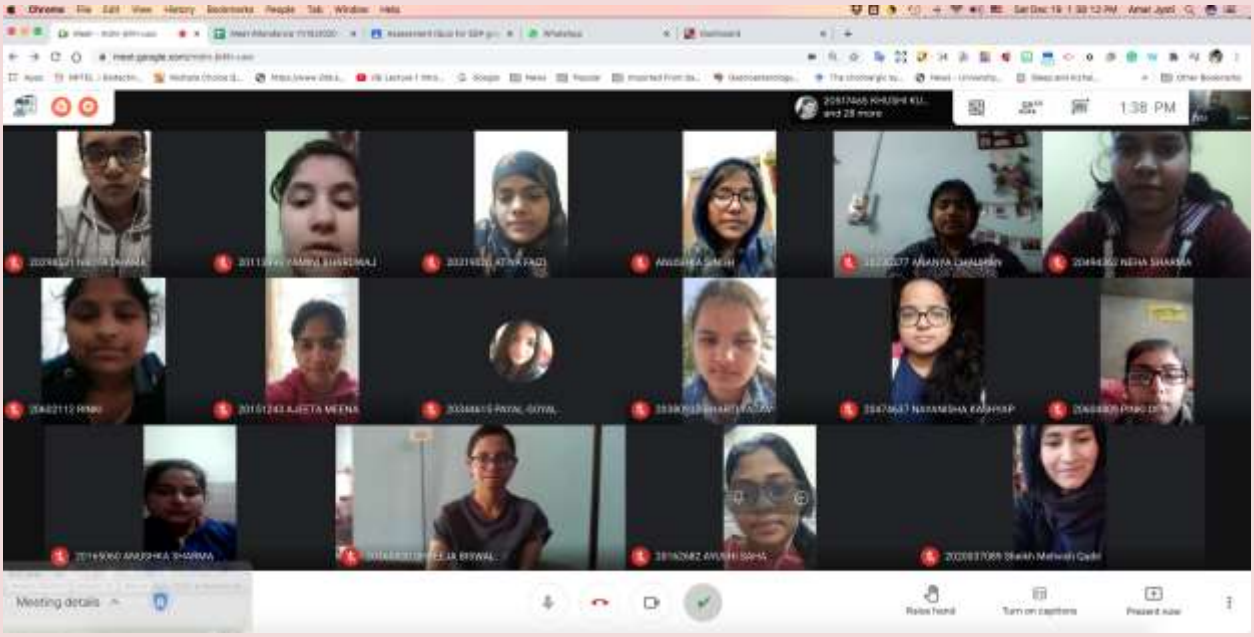


Image-3. Screenshot of students attending in-House SDP session on 9th Dec 2020. All our students are using DRC G suite ID for attending meeting and submitting assignments.

Dr. Amar took the last session of in-house SDP and explained the significance of using G suite as a comprehensive platform for virtual learning. He has also shown additional supplementary online software's like padlet, wakelet, mentimenter and edpuzzle which are often used by our teachers to make our class interactive. Students were able to perform real-time interaction on the padlet link shared by the facilitator. Significance of usage of these softwares were explained to them. At the end students have undertaken a MCQ, which was performed to evaluate the learning that has happened through this SDP.

Students were also given feedback form and majority of our students have given positive feedback about this skill development program. Majority of them showed eagerness to conduct a similar format of workshop for their academic growth. In conclusion, both students and teachers thoroughly enjoyed this interactive session and students are now comfortable using google suite for their online studies.

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SDP for Supernumerary Students

Name of the Event with Organising Department / Cell / Board:
Sports Board and Gender Champion Cell organised a two day in- house skill development program under the aegis of IQAC for Sports, ECA, CW and other Supernumerary students on the topic "*Enhancing Learning through ICT Tools".*

Objectives: To familiarize students with the multiple tools required for successful attending and participating in the virtual classes in an online-teaching mode under the prevailing pandemic situation.

Course Coordinators: Dr. Anju Jain, Dr. Madhu, Dr. Sunita K. Yadav, Dr. Jyotsna Singh

Duration with dates: 2:30 PM-5:30 PM on 6th January and 9th January 2021

Number and Profile of participants: Overall 94 students participated in 2 days E -SDP. These students belong to various subjects across different departments in college.

Program Schedule for 6th January 2021
Session 1: Dr. Jyoti Sharma (Google Classroom)
Session 2: Dr. Anju Jain (Google Meet)
Session 3: Dr. Madhu (Google Forms)
Session 4: Dr. Shefali Jain (Google Calendar and Certificate Generation using Google Forms)
Session 5: (Dr. Onkar Mangla (Microsoft Teams)
Session 6: Dr. Kaushambhi Tyagi (Social Media and YouTube)

Program Schedule for 9th January 2021
Session 1: MS Excel (Ms. Saumya Sharma)
Session 2: Student Friendly Google Chrome Extensions (Ms. Raman Arora)
Session 3: MS Power Point (Dr. Sunita K. Yadav)
Session 4: Google Slides (Dr. Jyotsna Singh)
Session 5: Google Docs & Google Sheets (Ms. Saneya)

Method of Assessment of Participants: E Quiz & E Assignment (based on practical application) were given which tested students' knowledge and skills gained and practised during the session.

Feedback from participants: Feedback form was circulated among the students each day Overall 75 students submitted their responses as regards day 1 and 51 students submitted their responses as regards day 2. Students thanked all the teachers & conveyed that SDP was a very helpful and all the sessions were very informative. The students appreciated the patience with which the teachers cleared their doubts. The students were also feeling happy as they said that SDP helped them to adopt new changes which are going in this digital world.

The 2-day Skill Development Program for students began with a warm welcome by Dr. Anju Jain, (Co-ordinator). It was followed by an encouraging introductory remark by Dr. Sarita Nanda, Vice Principal, Daulat Ram College. She asserted the need of the SDP for students reminding them of the multiple reasons for a thorough understanding of such ICT tools. Dr. Pooja V. Anand (Convenor) then shared the idea of this In-house Skill Development Program for students where resource persons are our own teachers from DRC. She also elaborated on the necessity and requirement of such an SDP for a guided and effective participation in virtual classrooms.

Session 1: Google Classroom (Dr. Jyoti Sharma)

She meticulously taught the participants to create and join a Google classroom. Her session thoroughly covered the numerous aspects of the classroom including posting in a stream, handing in assignments, communication privately et al. She presented from the perspective of both the student and a teacher, giving the students a hands-on experience.

Session 2: Google Meet (Dr. Anju Jain)

This session delivered the most essential know-how of joining and successfully attending a meet. The resource person kept in mind that the students might need to schedule a meet later on for other extra-curricular and group study activities, hence explaining to them the workings of that as well. She patiently demonstrated every icon and option delineating the uses and functions available during a meet. Students were also warned of the common errors and goofs and told of ways to avoid them. Answering to a query she reiterated the need for consent of a teacher before recording any session on meet. As meet is the preferred mode of delivering lectures, the students found this session most helpful.

Session 3: Google Forms (Dr. Madhu)

This session also proved quite useful to the students as it described in detail the creating and sharing of a Google form. Explaining the ease provided by the forms while creating a survey or a poll, the resource person shared the ways to add various kinds of questions, give options,

sharing, restricting responses, giving permissions and analysing responses. She then described the ways to enhance the appearance using multiple fonts and colours available to the user.

Session 4: Google Calendar and Certificate Generation using Google Forms (Dr. Shefali Jain)

Is there a way where one can be alerted before every lecture? Can a user set reminders for her lectures in the entire timetable? for Dr. Shefali Jain answered this and many more related questions in her session on Google calendar. She demonstrated how one can streamline her tasks and weekly lectures thus easing out the schedules. Sharing, collaborating and emailing the marked dates were also shown. Later half of the session was utilized for showing how to generate a certificate from the data received through a Google form. This was in continuation from the Google forms skills learnt in the previous session.

Session 5: Microsoft Teams (Dr. Onkar Mangla)

This session introduced another platform, namely Microsoft Teams. Dr. Mangla explained to the students the differences between the two platforms and their enabling features. He then proceeded to give a demonstration of creating a team and joining a team according to the preferences, purpose and requirements of the class. Students also learnt how to submit an assignment given on Microsoft teams.

Session 6: Social Media and YouTube (Dr. Kaushambhi Tyagi)

The ultimate session was a fitting finale of day 1 of the SDP. Dr. Tyagi recounted the multiple mental and physical benefits of Yogasana. She also showed the various asanas which will definitely aid students in the current scenario of online learning.

On 9th January the Skill Development Program for students began with a warm welcome by Dr. Anju Jain, (Co-ordinator). It was followed by an encouraging introductory remark by Dr. Savita Roy, Principal, Daulat Ram College, further followed by message of Dr. Sarita Nanda, Vice Principal, Daulat Ram College. Both asserted the need of the SDP for students reminding them of the multiple reasons for a thorough understanding of such ICT tools. They also emphasized that life is a learning curve and once students are taught digital tools, then they have to act as a chain maker to make others also learn.

Session 1: MS Excel (Ms. Saumya Sharma)

She taught the students basic terminologies used as well as different shortcut keys used in respect of MS Excel. Her session covered different topics like creation of tables, different formula and

functions in MS Excel; various paste options, various applications of print command. She presented her session with the help of various real-life examples so that students can able to relate the things in an efficient way.

Session 2: Student Friendly Google Chrome Extensions (Ms. Raman Arora)

Resource Person started with telling the need of Google Chrome Extensions in daily life and thereafter told how to install the same in respective systems. Various Google Chrome Extensions were covered like Mercury Reader, Duck Duck Go Privacy Essentials, One tab, Read Aloud etc. Practical features of various Google chrome extensions were also discussed. Students were also encouraged to install the same and use them every day.

Session 3: MS Power Point (Dr. Sunita K. Yadav)

This session started with explaining the need of MS Power Point in assignments, projects. COVID 19 theme was used by Dr. Sunita to explain the overall functioning of MS Power Point. She explained how to start with a blank presentation or with different templates and how to insert different pie charts, bar graphs etc, how to label pie charts, how to record ppts. Insertion of bullets related to the theme was also an attractive feature of this session. Students also learnt different slide views as well as how to align the texts with picture on MS Power Point.

Session 4: Google Slides (Dr. Jyotsna Singh)

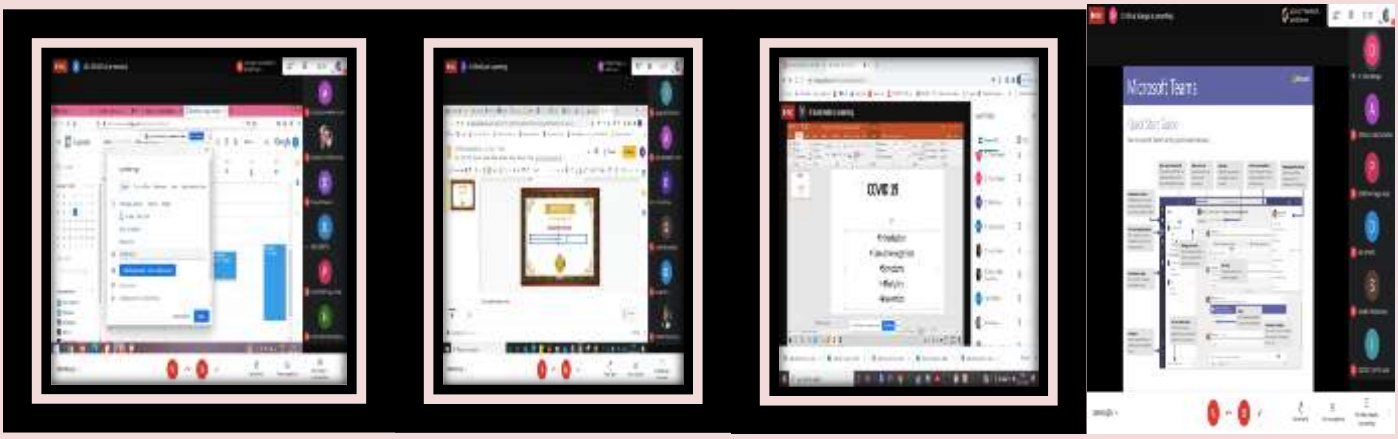
The session begun with making students familiar with different ways to open Google Slides and the difference between working on Google Slides and MS Power Point was also explained clearly mentioning that in Google Slides there is an auto save feature. Students were made aware about the fact that compatibility of Google Slides is with only Google Chrome Browser. Besides this, students also learnt how to make slide notes, record slides and how to install different add-ons to make their work simpler and more attractive and how to use the search data into their Google Slides directly in relation to any topic.

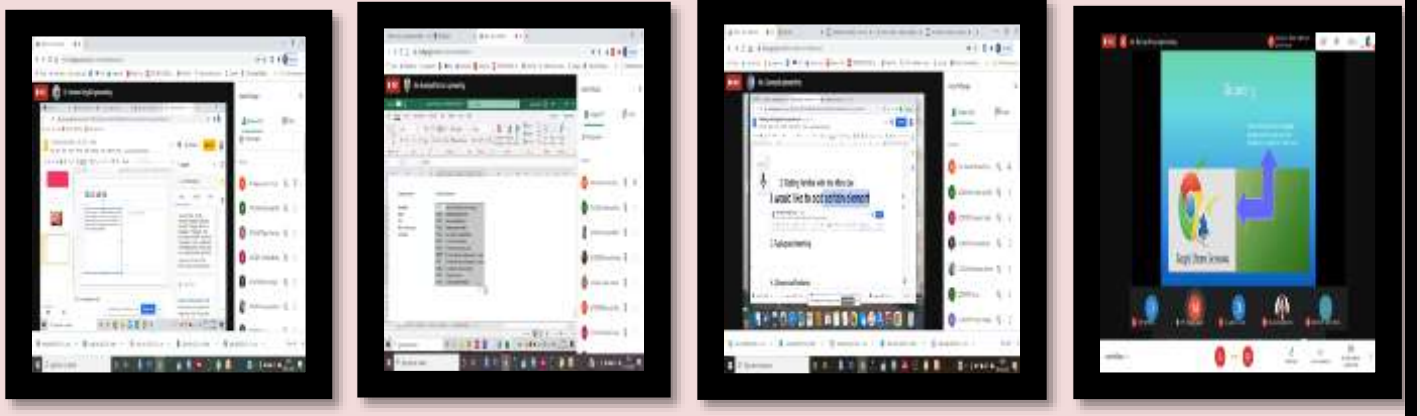
Session 5: Google Docs & Google Sheets (Ms. Saneya)

The last session of E-SDP was taken up by Ms. Saneya who proceeded with giving demonstration of Google Docs as well as Google Sheets. Students were made aware about how to open Google Docs, how to access Google sheets, about auto save feature in Google Docs, different bullets formatting used, Text formatting used, find and replace feature, translation feature in Google Docs, different ways of coming online while presenting their document in Google Docs.

Overall, all sessions boosted confidence among students and broadened their horizon of learning.

A Few Photographs:





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